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STATUTES AND REGULATIONS  
RESPECTING  
PUBLIC AND HIGH SCHOOLS  
ONTARIO  
1901



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# ACTS RELATING

TO THE

EDUCATION DEPARTMENT

PUBLIC AND HIGH SCHOOLS AND TRUANCY

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ONTARIO, 1901.



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## CHAPTER 38

## An Act respecting the Education Department.

*Assented to 15th April, 1901.*

SHORT TITLE, s. 1.

DEPARTMENT OF EDUCATION, s. 2.

JURISDICTION, s. 3.

POWERS, ss. 4, 5.

EDUCATIONAL COUNCIL, s. 6.

MINISTER OF EDUCATION, ss. 7, 8.

REGULATIONS AND ORDERS IN COUNCIL, s. 9.

**H**IS MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows :—

1. This Act may be cited as *The Education Department Act*. R. S. O. 1897, c. 291, s. 1. Short title.

2. There shall continue to be a Department of Education which shall consist of the Executive Council, or a committee thereof, appointed by the Lieutenant-Governor ; and one of the said Executive Council, to be nominated by the Lieutenant-Governor, shall hold the office of " Minister of Education." R. S. O. 1897, c. 291, s. 2. Department established.

3. Subject to any statute in that behalf the Education Department shall have the management and control of the following, namely: Kindergartens, Public and separate Schools, High Schools and Collegiate Institutes, Art Schools, Model Schools, Normal Schools, the Ontario Normal College, Teachers' Institutes and Public Libraries ; with power to appoint such inspectors, teachers and other officers for instruction and supervision as may be deemed expedient. R. S. O. 1897, c. 291, s. 3. Jurisdiction of the Department.

4. The Education Department shall have power, subject to the provisions of any statute in that behalf, to make regulations :— Powers of Department to make regulations as to certain matters.

1. For the classification, organization, government and examination of all schools and institutes hereinbefore mentioned, and for the equipment of school houses and the arrangement of school premises ; and for determining the fees to be paid by candidates at departmental examinations ;

2.

2. For the authorization of text-books for the use of pupils and teachers in training attending such schools or institutes, and for the selection of books of reference for the use of teachers and pupils, and for the management of public and school libraries ;

3. For determining the qualifications and duties of inspectors, examiners and teachers of such schools and institutes, and for the appointment from time to time of such examiners as may be requisite for that purpose ;

4. For the payment of the allowances of superannuated inspectors and teachers, and the distribution of all moneys set apart by the Legislative Assembly for educational purposes.

5. For extending on such evidence as to efficiency as may be deemed necessary, any certificate issued under the authority of *The Public Schools Act* ;

6. For the study of agriculture, domestic economy and for scientific instruction as to the nature of alcoholic stimulants and narcotics with special reference to their effect upon the human system ; R. S. O., 1897, c. 291, s. 4, subs. 1-6.

7. For affiliating with the Ontario Normal College, or the Normal Schools, such High Schools or Collegiate Institutes, or Public Schools, as may be necessary for practical instruction in the art of teaching. (*New.*)

8. For accepting in lieu of the annual departmental examination the certificate of any normal school or the examination of any university in the British Dominions and for accepting on the recommendation of the Educational Council such evidence of scholarship, professional training, or experience, as may be deemed equivalent to what is prescribed for teachers' certificates. R. S. O., 1897, c. 291, s. 4 subs. 8 *amended*.

9. For setting apart a separate school in any city or county as a model school for the training of teachers for separate schools, and in such case, appointing a competent person possessing the qualifications prescribed by *The Public Schools Act*, to be a member of the county board of examiners of such city or county in addition to the number now authorized. R. S. O. 1897, c. 291, s. 4 subs. 9.

Competition  
in plans for  
school build-  
ings.

5. The Education Department shall have power (a) to call for competitive plans of school buildings with all modern improvements suitable for schools of from one to four teachers, and to appoint a board of not more than three architects to examine such plans and to report with respect to the same to the Minister of Education ; (b) to affiliate one or more of the public schools in any city in which a Normal School is situated, with such Normal School for practice in teaching by Normal School students, and (c) to appropriate out of moneys voted by the Legislature for public and separate schools, a sum not exceeding \$5 for every school in which the regulations



tions of the Department as to equipment, ventilation, heating, lighting and the care of the premises generally have been complied with. 62 V. (2) c. 36 s. 12.

6. For the purpose of conducting the examinations prescribed by the Education Department, and the annual examination for matriculation into the University of Toronto (not including the examinations known as the Supplemental or the Scholarship examinations unless requested so to do by the Senate of the said University) there shall be established an Educational Council of twelve persons to be appointed by the Lieutenant-Governor in Council on or before the 15th of October in each year. The Senate of the University shall have power to nominate six of the twelve persons to be so appointed, and, in the event of the Senate failing or neglecting to make such nominations on or before the date above mentioned, the Lieutenant-Governor in Council may make such appointments. Vacancies in the Council shall be filled by the Lieutenant-Governor in Council, but if the vacancy occur among the members nominated by the Senate, the Senate shall have power to nominate a person to fill such vacancy. Educational Council.

(2) The Senate may withdraw the conduct of the annual Matriculation examination aforesaid from the Educational Council on giving notice of such withdrawal to the Minister of Education, on or before the 15th of October in any year; in such case, the right of the Senate to nominate Members of the Council shall cease and determine and the Lieutenant-Governor in Council may thereafter appoint the full Council. Should the Council fail or neglect to perform any of the duties assigned to it, then such duties may be performed by the Education Department.

(3) The first meeting of the Council in each year shall be called by the Minister of Education. The Council shall appoint its own chairman, and shall hold such meetings from time to time as may be necessary for the transaction of its proper business. Four members shall form a quorum. The Registrar of the Council shall be appointed by the Education Department.

(4) The Council shall appoint examiners well qualified by experience as teachers in either a University or High School for the purpose of preparing uniform examination papers for the combined Matriculation examination aforesaid and the Departmental examinations conducted upon the same course of study. The Council shall also appoint associate examiners for reading the answer papers of candidates at such examinations and such associate examiners shall be persons actually engaged in teaching, and graduates of a University in the British Dominions or specialists according to the Regulations of the Education Department; the number to be appointed from year to year for each examination paper shall be determined by the Minister of Education.

(5)

(5) The associate examiners shall be selected from lists, to be furnished by the Minister of Education, of persons qualified as above; such list shall contain at least twice the number of persons to be appointed. No examiner or associate examiner shall be appointed, to whom objection is taken by four of the Members of the Council nominated by the Senate, or by four of the persons appointed by the Lieutenant-Governor in Council without such nomination.

(6) The Council shall have power to instruct the examiners with respect to the character of the examination papers to be prepared by them and the number of questions on each paper. The Council shall direct the associate examiners during the reading of the answer papers, and settle the results of the examination and report thereon. The powers of the Council in all matters in this subsection contained shall be subject to such regulations as may be agreed upon from time to time by the Education Department and the Senate of the University.

(7) The Council shall, subject to the regulations of the Education Department, appoint such examiners and associate examiners as may be required for preparing, reading and valuing the examination papers of candidates at all other Departmental examinations or for reading the answer papers of candidates who have appealed to the Minister of Education for a re-examination of their answer papers, and for settling the results of such examinations.

(8) The members of the said Council shall constitute a consultative committee to confer with the Minister on such matters as he may, from time to time, submit to them.

(9) Except in the case of an emergency, no examiner or associate examiner shall be appointed for more than three consecutive years. All presiding examiners charged with the conduct of examinations at High Schools and other centres shall be appointed by the Education Department and shall be subject to the regulations of the Education Department from time to time. R.S.O. 1897, c. 291, s. 5, 63 V. c. 52, s. 1.

Powers of  
Minister.

7. It shall be the duty of the Minister of Education and he shall have power:—

Apportion-  
ment of  
grant.

1. To apportion all sums of money voted by the Legislative Assembly for public and separate schools among the several counties, townships, cities, towns, and incorporated villages according to the population in each as compared with the whole population of the Province, as shewn by the last annual returns received from the municipal clerks, (provided that the amount payable in every rural school in the territorial districts shall be at least \$100), and to see that the money so apportioned is paid on or before the first day of July in each year to the treasurer of every county, city, town and village as the Lieutenant-Governor in Council may direct;

Grant payable  
on the first of  
July in each  
year.



2. To divide the amount so apportioned between public and separate schools according to the average number of pupils attending such schools respectively, during the next preceding twelve months, or during the number of months which may have elapsed from the establishment of a new separate school as compared with the whole average number of pupils attending school in the same city, town, village or township ;

Division between public and separate schools.

3. To direct the county inspector to distribute among the school sections of each township under his jurisdiction the public school grant according to the average attendance of pupils at each public school as compared with the whole average number of pupils attending the public schools of the township. All such grants shall be payable by the township treasurer to the order of the secretary or secretary-treasurer of the board of trustees on the inspector's order. Notice of such distribution shall be given by the inspector to the trustees concerned.

Distribution of grant.

4. To apportion all sums of money voted by the Legislative Assembly for high school purposes among the several high schools of the Province subject to the regulations of the Education Department on the basis of average attendance, the salaries paid to teachers, the provision made for teaching the subjects on the course of study, the extent and suitability of the school site, and the character and equipment of the school buildings and their appendages; to give notice of such apportionment to the county clerk of each county, and to see that the same is paid to the high school treasurer as the Lieutenant-Governor in Council may direct ;

High School grant, how paid.

5. To apportion out of any grant made by the Legislative Assembly for such purposes, all sums payable under any statute in that behalf towards the maintenance of the normal college, normal schools or other schools or institutes for the training of teachers, county model schools, public libraries, art schools, inspection of schools, and the examination of teachers, and all other incidental departmental expenses subject to the regulations of the Education Department ;

Other grants, how paid.

6. To submit a case on any question arising under *The Public Schools Act* or *The High Schools Act*, or under *The Separate Schools Act* to any Judge of the High Court for his opinion and decision, or, with the consent of such Judge, to a Divisional Court of the said High Court for its opinion and decision ;

Minister may submit questions arising upon school law to High Court.

7. To decide upon all disputes and complaints laid before him the settlement of which is not otherwise provided for by law, and upon all appeals made to him from the decision of any inspector or other school officer ;

Power to settle disputes and complaints

8. To appoint one or more persons, as he may deem expedient, to inquire into and report to him upon any school matter. Such person or persons, or any of them, shall have power to administer oaths to witnesses, or require them to make

Power to appoint commissioners.

make solemn affirmation of the truth of the matters they may be examined upon ;

Compelling attendance of witnesses.

9. To apply to the High Court for a writ of subpoena *ad testificandum* and also *duces tecum* upon the *præcipe* of the Minister of Education therefor, containing the names of the witnesses intended to be summoned thereby, such writ to be directed to the person who is required to attend and give evidence under oath, at such times, and places, and before such person or persons as the Minister shall appoint ; and default of any person in obeying such subpoena shall be punishable as in any action or cause in the said Court ;

Annual report to be made by Minister of Education.

10. To report annually to the Lieutenant-Governor upon all the schools and institutes herein mentioned, with such suggestions for promoting education generally as he may deem expedient. R. S. O. 1897, c. 291, s. 6.

Powers of Minister as to separate schools not affected.

8. Except as provided in sections 3 and 4 of this Act nothing in this Act contained shall be deemed, taken or construed as, in any manner or for any purpose, altering, varying or affecting any power, right or authority which, before the passing of this Act, was by law vested in or held, had or possessed by the Minister of Education or the Department of Education in respect either to Roman Catholic Separate Schools or of any matter or thing whatsoever pertaining to or affecting said Separate Schools. R. S. O. 1897, c. 291, s. 7.

Regulations and Orders in Council to be laid before the Legislative Assembly.

9. (1)—Every regulation or Order in Council made under this Act or under the public, separate or high schools Acts, shall be laid before the Legislative Assembly forthwith if the Legislature is in session at the date of such regulation or Order in Council, and if the Legislature is not in session such regulation or Order in Council shall be laid before the said House within the first seven days of the session next after such regulation or Order in Council is made.

(2) In case the Legislative Assembly at the said session, or if the session does not continue for three weeks after the said regulation or Order in Council is laid before the House, then at the ensuing session of the Legislature, disapproves by resolution of such regulation or Order in Council either wholly or of any part thereof, the regulation or Order in Council, so far as disapproved of, shall have no effect from the time of such resolution being passed. R. S. O. 1897, c. 291, s. 8.

Repeal.

10. The following Acts of the Province of Ontario are repealed : Revised Statutes of Ontario, 1897, chapter 291 ; 63 Victoria, chapter 52.



## CHAPTER 39

## An Act respecting Public Schools.

*Assented to 15th April, 1901.*

SHORT TITLE, s. 1.	BY-LAWS ALTERING BOUNDARIES, TIME FOR MOVING TO QUASH, s. 55.
INTERPRETATION, s. 2.	URBAN SCHOOL BOARDS, ss. 56-58.
EXISTING ARRANGEMENTS CONTINUED, s. 5.	Incorporated villages, s. 59.
PUBLIC SCHOOLS TO BE FREE, s. 6.	Election of trustees, ss. 60-63.
RELIGIOUS INSTRUCTION, s. 7.	Meetings of board, s. 64.
CONTINUATION CLASSES, s. 8.	Duties of trustees, ss. 65-69.
INSTRUCTION IN AGRICULTURE, s. 9.	TOWNSHIP ASSESSMENT FOR SCHOOLS, ss. 70-73.
SCHOOL CORPORATIONS, s. 10.	SCHOOL DEBENTURES—
BOARDS OF EDUCATION, s. 11.	In rural sections, s. 74.
RURAL PUBLIC SCHOOLS—	School rates, s. 75.
School sections, s. 12.	In urban sections, s. 76.
Annual meeting, s. 14.	TREASURERS OF SCHOOL MONEYS, s. 79.
Election of trustees, ss. 15, 16.	TEACHERS—
Organization and duties of Board, s. 17.	Duties, s. 80.
Secretary-treasurer, ss. 18, 19.	Agreements with, s. 81.
Requisites of valid corporate acts, s. 20.	Certificates to, s. 82.
Admission of pupils at urban schools, s. 21.	COUNTY BOARDS OF EXAMINERS, s. 83.
Auditors, ss. 22-24.	COUNTY MODEL SCHOOLS, s. 84.
SECTIONS IN UNORGANIZED TOWNSHIPS, s. 25.	TEACHERS' INSTITUTES, s. 85.
ASSESSMENT ROLLS, ss. 26, 27.	INSPECTORS, ss. 86, 87.
UNSURVEYED DISTRICTS, s. 28.	ALLOWANCES TO ARBITRATORS AND INSPECTORS, s. 88-90.
COLLECTOR, s. 29.	SUPERANNUATION, ss. 91-94.
TOWNSHIP BOARDS, ss. 30-33.	NON-RESIDENT PUPILS, s. 95.
RURAL SCHOOL SITES, ss. 34-40.	HOLIDAYS, s. 96.
ALTERATION OF SCHOOL BOUNDARIES, s. 41.	AUTHORIZED BOOKS, s. 97.
APPEALS RESPECTING SCHOOL BOUNDARIES, ss. 42-44.	APPEALS FROM DIVISION COURT DECISIONS, s. 98.
UNION SCHOOL SECTIONS, ss. 45-51.	SCHOOL VISITORS, s. 99.
UNIONS WITH URBAN MUNICIPALITIES, ss. 52, 53.	PENALTIES AND PROHIBITIONS, ss. 100-121.
EQUALIZATION OF UNION SCHOOL ASSESSMENTS, s. 54.	Recovery of penalties, s. 122.
	CONFIRMING AND REPEALING CLAUSES, ss. 123, 124.

**HIS MAJESTY**, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:—

1. This Act may be cited as "*The Public Schools Act*," R.S.O. Short title. 1897, c. 292, s. 1.

2. Where the words following occur in this Act, they shall Interpretation. be construed in the manner hereinafter mentioned, unless a contrary intention appears:—

- "Teacher." 1. "Teacher" shall mean any person holding a legal certificate of qualification ;
- "County." 2. "County" shall include a union of counties ;
- "Township." 3. "Township" shall include unions of townships made for municipal purposes ;
- "School site." 4. "School site" shall mean such area of land as may be necessary for the school house, teacher's residence, caretaker's residence, offices and playgrounds connected therewith ;
- "School section." 5. "School section" shall mean the municipality or any portion thereof, or any portion of two or more municipalities under one public school corporation ;
- "Owner." 6. "Owner" shall include a mortgagee, lessee or tenant, or other person entitled to a limited interest, and whose claims may be dealt with by arbitration as herein provided ;
- "Ratepayer." 7. "Ratepayer" shall mean any person entered on the last revised assessment roll of the school section for public school rates ;
- "Board of trustees." 8. "Board of trustees" shall include a board of education in all cases of a union between public and high school trustees ;
- "Urban municipality." 9. "Urban municipality" shall mean a city, town or incorporated village ;
- "The Municipal Act." 10. "The Municipal Act" shall mean *The Municipal Act*, as amended from time to time by the Legislature of this Province. R.S.O. 1897, c. 292, s. 2.

Application of regulations. 3. All regulations made under the *The Education Department Act*, shall apply to any matter or thing in this Act contained, so far as the same are consistent with this Act, though not specially referred to in any section thereof. R.S.O. 1897, c. 292, s. 3.

No rate on supporters of Roman Catholic separate schools. 4. Nothing in this Act authorizing the levying or collecting of rates on taxable property for public school purposes shall apply to the supporters of Roman Catholic separate schools R.S.O. 1897, c. 292, s. 4.

Existing school arrangements continued. 5. All boards of education, and all public school sections or other public school divisions, together with all elections of trustees and appointments to office, all agreements, contracts, assessments, and rate-bills heretofore duly made in relation to public schools, and existing when this Act comes into force shall continue subject to this Act. R.S.O. 1897, c. 292, s. 5.

#### PUBLIC SCHOOLS TO BE FREE.

Public schools to be free. 6. All schools established under this Act shall be called public schools and shall be free schools, and every person between the age of five and twenty-one years shall have the



the right to attend some school. Pupils may attend kindergarten schools from four to seven years of age, subject to such fees as to the trustees may seem expedient. R. S. O. 1897, c. 292, s. 6.

#### RELIGIOUS INSTRUCTION.

7.—(1) No person shall require any pupil in any public school to read or study in or from any religious book, or to join in any exercise of devotion or religion, objected to by his or her parents or guardians. Religious exercises.

(2) Pupils shall be allowed to receive such religious instructions as their guardians or parents desire, according to any regulations provided for the organization, government and discipline of public schools. R. S. O. 1897, c. 292, s. 7.

#### CONTINUATION CLASSES.

8.—(1) The school corporation of any municipality or section in which there is no high school shall have power to establish in connection with the public school over which it has jurisdiction, such courses of study in addition to the courses already provided for the fifth form of public schools as may be approved by the regulations of the Education Department. The classes established under such courses shall be known as "Continuation Classes." Continuation classes where there is no high school.

(2) The trustees of any number of public school corporations, may, by mutual agreement, determine that continuation classes shall be conducted in one only of the schools under the jurisdiction of the corporations entering into such agreement, and in all such cases the trustees shall have the same power to provide, by rates levied on the taxable property of their respective sections, for the tuition of pupils attending such continuation classes as they possess under this Act for the tuition of pupils attending the schools under their immediate jurisdiction. Grouping of schools.

(3) No pupil shall be admitted to the course prescribed for continuation classes who has not passed the entrance examination to a high school or some higher examination, or whose qualifications for admission have not been approved by the principal of the school and the public school inspector of the district in which the school is situated. Qualification for continuation classes.

(4) Non-resident pupils and all other pupils who have completed the course of study prescribed for the fifth form of public schools whether resident or non-resident, may be charged such fees as the trustees may deem expedient. Fees of pupils.

(5) Any teacher who at the date of this Act, holds the position of principal of any school in which a continuation class has Qualification

has been established shall be deemed a qualified teacher of such school, but every teacher appointed principal after the date of this Act whose classes consist entirely of pupils who have passed the entrance examination shall be the holder of at least a first-class certificate.

Legislative  
and county  
grants.

(6) The Minister of Education shall apportion among the schools conducting continuation classes, such sums of money as may be appropriated by the Legislature, subject to the regulations of the Education Department. The municipal council of the county shall pay for the maintenance of such classes a sum equal to the legislative grant appropriated by the Minister of Education for such class and any further sums the municipal council may deem expedient. 62 V. (2) c. 36, s. 1.

Appointment  
of instructors  
in agriculture.

9.—(1) The council of every municipality may, subject to the regulations of the Education Department, employ one or more persons holding the Degree of Bachelor of the Science of Agriculture or a certificate of qualification from the Ontario Agricultural College, to give instruction in agriculture in the public schools of the municipality, and the council shall have power to raise such sums of money as may be necessary to pay the salaries of such instructors, and all other expenses connected therewith. Such course of instruction shall include a knowledge of the chemistry of the soil, plant life, drainage, the cultivation of fruit, the beautifying of the farm, and generally all matters which would tend to enhance the value of the products of the farm, the dairy and the garden.

(2) The trustees of any public school or any member of boards of such trustees, may severally or jointly engage the services of any person qualified as in the preceding section for the purpose of giving similar instruction to the pupils of their respective schools, providing always that such course of instruction shall not supersede the instruction of the teacher in charge of the school, as required by the regulations of the Education Department.

Course in  
agriculture to  
be open to all  
residents.

(3) As far as practicable, the course of lectures in agriculture by such temporary instructor shall occupy the last school period of each afternoon and shall be open to all residents of the school section or municipality. 63 V. (2) c. 36, s. 13.

Trustees to be

10. The trustees of every school section shall be a corporation under the name of "The Board of Public School Trustees for School Section        of the Township of        in the County of        " , as the case may be.

Trustees,  
term of office  
of.

(2) For every rural school section there shall be three trustees, each of whom, in rotation, shall hold office for three

years



years, and until his successor has been elected. The persons qualified to be elected trustees shall be such persons as are British subjects and resident ratepayers or farmers' sons, being residents within the meaning of *The Municipal Act* of the full age of twenty-one years, not disqualified under this Act.

Trustees,  
qualification  
of.  
R. S. O. 1897,  
c. 223.

(3) No school corporation shall cease to exist by reason of the want of trustees, but in case of such want any two ratepayers of the section, or the inspector, may, by giving six days' notice, to be posted in at least three of the most public places of the section, call a meeting of the ratepayers, who shall proceed to elect three trustees, in the manner prescribed in section 14 and the following sections of this Act; and the trustees thus elected shall hold office in the manner prescribed by this Act.

Corporation  
not to cease  
by want of  
trustees.

Tenure of  
office.

(4) Where the ratepayers of any school section, for two years neglect or refuse to elect trustees, the municipal council of the township may appoint trustees for the said school section, who shall hold office for the same term as if elected by the ratepayers; or the municipal council may by by-law declare such section dissolved, and shall (in case of dissolution) attach the same, in such proportions as they may deem expedient, to adjoining sections. The assets of every section so dissolved shall be disposed of as may be determined by the municipal council. R. S. O. 1897, c. 292, s. 9.

Council may  
appoint trust-  
tees when no  
election.

Dissolution of  
school section  
on non-elec-  
tion of trust-  
tees.

#### BOARDS OF EDUCATION.

11. The trustees of any public and high school may unite, as provided in *The High Schools Act* for the management of the public and high schools of any municipality as one corporation, under the name "The Board of Education for the city, town, incorporated village or township of" (*as the case may be*). Boards of education shall have the powers of both public and high school trustees. R. S. O. 1897, c. 292, s. 10.

Unions of  
public and  
high school  
boards.

#### RURAL PUBLIC SCHOOLS.

12.—(1) The municipal council of every township (except where township boards have been established), shall subdivide the township into school sections, so that every part of the township may be included in some section, and shall distinguish each section by a number; provided that no section formed hereafter shall include any territory distant more than three miles in a direct line from the school-house.

School  
sections in  
townships.

(2) Where the land or property of any individual or company is situated within the limits of two or more school sections, the parts of such land or property so situated shall be assessed

Assessors to  
value lands  
situated in  
each section.

assessed and returned upon the assessment roll separately, according to the divisions of the school sections within the limits of which such land or property is situate.

Area of  
new school  
sections.

(3) No section shall be formed which contains less than fifty children, between the ages of five and twenty-one years, whose parents or guardians are residents of the section, unless such section is more than four square miles in area, except in cases where such area cannot be obtained because of lakes or other natural obstacles.

Township  
clerk to pre-  
pare maps of  
school sec-  
tions.

(4) It shall be the duty of every township clerk to prepare in duplicate, a school map of the township, showing the divisions of the township into school sections and parts of union school sections; to furnish one copy of such map to the county clerk, for the use of the county council, and retain the other in the township clerk's office, for the use of the township corporation.

Proceedings  
on formation  
of new school  
section.

(5) Where a new school section is formed in any township the clerk of the township shall cause notice of the first annual meeting to be posted in three of the most public places in the new section, at least six days before the last Wednesday in December, in the year in which such new section was formed; and the first meeting in every new school section shall be held at the same time and conducted in the same manner as the annual meeting in organized school sections.

Term of  
office of trus-  
tees, first elec-  
tion.

(6) At the first meeting in every new section the first trustee elected shall hold office for three years, the second for two years and the third for one year. In case of a poll being taken the trustees shall rank in seniority according to the number of votes polled. The casting vote of the chairman shall be counted as a vote in case of a tie. R. S. O. 1897, c. 292, s. 11.

Who may vote  
on school  
questions.

**13.** Every ratepayer, of the full age of twenty-one years, who is a public school supporter of the section for which such person is a ratepayer and every person qualified to vote as a farmer's son under *The Municipal Act* shall be entitled to vote at any election for school trustee, or on any school question whatsoever. R. S. O. 1897, c. 292, s. 12.

R.S.O. 1897,  
c. 223.

#### ANNUAL MEETING OF RATEPAYERS.

Annual meet-  
ing, when  
held.

**14.**—A meeting of the ratepayers of every section shall be held annually on the last Wednesday of December, or if such Wednesday be a holiday, then on the next day following, commencing at the hour of ten o'clock in the forenoon, for the purpose (among other things) of electing a school trustee or trustees. (2)



(2) In case, from the want of proper notice or other cause, any first or annual school meeting was not held at the proper time, the inspector, or any two ratepayers in the section may call a school meeting, by giving six days' notice, to be posted in at least three of the most public places in the school section; and the meeting thus called shall possess all the powers and perform all the duties of the meeting in the place of which it is called.

Meetings to be called in default of first or annual meeting.

(3) The ratepayers of a school section present at any school meeting shall elect one of their own number as chairman to preside over its proceedings, and shall also appoint a secretary, who shall record the minutes of the meeting, and perform such other duties as may be required of him by this Act.

Order of business.

(4) The chairman shall submit all motions to the meeting in the manner desired by the majority. In case of an equality of votes, he shall give the casting vote but no other vote. He shall decide all questions of order, subject to an appeal to the meeting.

Chairman, duties of.

(5) The business of every school meeting may be conducted in the following order:—(a) receiving the annual report of the trustees, and disposing of the same; (b) receiving the annual report of the auditor or auditors, and disposing of the same; (c) electing an auditor for the ensuing year; (d) miscellaneous business; (e) instructing the trustees by resolution, if deemed expedient, to insure the school buildings and furniture; (f) fixing the remuneration if any to be paid the secretary-treasurer for attending to repairs and other duties assigned him by the board of trustees; (g) electing a trustee or trustees to fill any vacancy or vacancies. R. S. O. 1897, c. 292, s. 13.

Order of business.

#### ELECTION OF RURAL SCHOOL TRUSTEES.

**15.**—(1) A poll may be demanded by any two ratepayers at any meeting for the election of trustees, or for the settlement of any school question, and such poll shall be granted by the chairman forthwith, if demanded, within ten minutes after the vote of the meeting has been declared from the chair.

Poll to be granted on application of two ratepayers.

(2) When a poll is granted for the election of a trustee the secretary shall enter in a poll-book, in separate columns, the names of the candidates proposed and seconded at the nomination, and shall, opposite to such columns, write the names of the ratepayers offering to vote at the election within the time prescribed by this Act, and shall, in the column on which is entered the name of a candidate voted for by a voter, set the figure '1' opposite the voter's name, with the residence of the voter.

Proceeding in case of a poll.

(3) When a poll is granted upon any public school question the name of each voter shall be similarly placed in separate columns, marked "for" or "against."

Entries in poll-book.

(4)

When voter is objected to. (4) In case objection is made to the right of any person to vote at any school meeting, the chairman of the meeting, or other presiding officer (if the name of such person appears on the assessment roll relating to such section) shall require such person to make the following declaration or affirmation:

Declaration. (1) I, *A. B.*, do declare and affirm that I am an assessed ratepayer (or farmer's son entitled to vote under *The Municipal Act*) in school section No.

(2) That I am of the full age of 21 years ;

(3) That I am a supporter of the public school in said school section No.

(4) That I have the right to vote at this election.

Whereupon the person making such declaration shall be entitled to vote.

When poll shall close.

(5) The poll at every election of a rural school trustee or on any school question, shall not close before twelve o'clock noon, but may close at any time thereafter when a full hour has elapsed without any vote having been polled, and shall not be kept open later than four o'clock in the afternoon of the day on which the election or voting is commenced ; and when the poll is closed the chairman and secretary shall count the votes polled for the respective candidates or for the school question submitted, as the case may be, and shall declare the candidate elected for whom the highest number of votes was polled, and in case the majority of votes is cast in favour of the adoption of the school question submitted, he shall declare the same adopted. In case of a tie the chairman shall give the casting vote.

Copy of minutes to be sent to inspector.

(6) A correct copy of the minutes of the first and of every annual and of every special school meeting, and a copy of the poll-book where a poll has been taken (all of which shall be signed by the chairman and secretary), shall be forthwith transmitted by the chairman of the meeting to the county inspector.

Acceptance of office by trustees

(7) The secretary of every school meeting at which any person or persons were elected as school trustees shall forthwith notify in writing each of such persons of his election, and every person so notified shall be considered as having accepted such office unless a notice to the contrary effect has been delivered by him to the chairman of the meeting within twenty days after the date of the election.

Complaints as to elections.

(8) When complaint is made to the inspector by any ratepayer that the election of a trustee, or that the proceedings or any part thereof of any school meeting, have not been in conformity with this Act, the inspector shall investigate the same, and confirm or set the election or proceedings aside, and appoint the time and place for a new election, or for the reconsideration of the school question at issue, but no complaint in regard to any election or proceeding at a school meeting shall be entertained by any inspector unless made to him in

writing



writing within twenty days after the holding of the election or meeting.

(9) It shall be the duty of the municipal clerk to supply a list of the persons qualified to vote in any school section when required by the board of trustees or by the public school inspector in the case of any investigation or dispute with regard to the election of a school trustee. R.S.O. 1897, c. 292, s. 14; 62 V. (2) c. 36, s. 2. Clerk to supply list of school voters.

**16.** A trustee elected to fill a vacancy shall hold office only for the unexpired term of the person in whose place he has been elected. A trustee of a rural school section may resign with the consent, expressed in writing, of his colleagues in office. A retiring trustee may be re-elected with his own consent, otherwise he shall be exempted from serving for four years next after leaving office. R.S.O. 1897, c. 292, s. 15. Term of vacancies. Trustees may resign. Re-election of any trustee lawful.

#### ORGANIZATION OF THE BOARD.

**17.** (1) Every board of rural school trustees shall hold its first meeting at the school house of the section over which it has jurisdiction, on the Wednesday following the annual meeting, at the hour of 4 o'clock in the afternoon and shall be organized by the election of a chairman, a secretary and a treasurer or a secretary-treasurer. A majority of the board shall form a quorum. Organization of board.

(2) It shall be the duty of the board of trustees at its first meeting to examine the school house, outbuildings and school furniture, maps and apparatus, with a view to ascertain what repairs or improvements may be necessary, and to make suitable provision for lighting fires and keeping the school house and premises in a cleanly and sanitary condition by appointing some person for that purpose. Subsequent meetings shall be held as the board may deem expedient. R. S. O. 1897, c. 292, s. 16. Inspection of school property at first meeting of board.

#### SECRETARY TREASURER.

**18.** (1) The treasurer or secretary-treasurer, who may be a member of the board, shall give such security as may be required by a majority of the trustees—such security to be deposited with the clerk of the municipality; Security to be given by secretary-treasurer.

(2) The treasurer or secretary-treasurer shall receive all school moneys collected from the ratepayers or other persons and shall account for the same and shall disburse all moneys as directed by the trustees. He shall produce when called for by the trustees, auditors or other competent authority, all papers and money belonging to the corporation.

(3) Where the majority of a board of trustees refuse or neglect to take security from the treasurer or secretary-treasurer on the demand of any trustee (such demand being duly entered on the minutes) such trustee shall be relieved from all personal liability in case of the default of such officer.

Compensation  
of secretary-  
treasurer.

(4) The secretary or secretary-treasurer may be allowed such compensation for his services or for attending to the repairs of the schoolhouse or premises as shall be agreed upon by resolution of the annual meeting duly entered on the minutes. R. S. O. 1897, c. 292, s. 17.

Duties of  
secretary-  
treasurer.

**19.** It shall be the duty of the secretary or secretary-treasurer :—

Minutes of  
meetings.

1. To keep a full and correct record of the proceedings of every meeting of the board in the minute-book provided by the trustees for that purpose, and to see that the minutes, when confirmed, are signed by the chairman or presiding trustee ;

Calling special  
meetings.

2. To call, at the request in writing of two trustees, or on the petition of ten ratepayers, a special meeting of the board of trustees ;

Names and  
addresses of  
trustees and  
teachers to be  
given to town-  
ship clerk.

3. To give notice in writing, before the 15th day of January in each year, to the inspector and to the clerk of the township, of the names and post-office addresses of the several trustees then in office, and of the teachers employed by them, and to give reasonable notice in writing from time to time of any changes therein ;

Notice of an-  
nual meeting  
and meetings  
to fill vacan-  
cies in board,  
etc.

4. To give the notice required by this Act of each annual school meeting of the ratepayers of the section ; to call a special meeting of the ratepayers when directed by the trustees, or on the petition of ten ratepayers, for filling any vacancy in the board of trustees occasioned by death, removal, or other cause ; or for the selection of a new school site ; or the appointment of a school auditor ; or any other lawful school purpose ; and to cause notices of the time and place, and of the objects of such meeting, to be posted in three or more public places in the section, at least six days before the time of holding such meeting ;

Notice.

Report at  
annual meet-  
ing.

5. To cause to be prepared for the annual meeting of the ratepayers, a report for the year then ending, containing, among other things, a summary of the proceedings of the trustees during the year, together with a detailed account of all school moneys received and expended on behalf of the section, for any purpose whatsoever, during such year. Such report shall be signed by the trustees and by either or both of the school auditors of the section ;

Annual and  
semi-annual  
returns.

6. To transmit to the inspector all returns on or before the fifteenth day of January in each year according to the forms prescribed by the Education Department. R. S. O. 1897, c. 292, s. 18.



**20.** No act or proceeding of a rural school corporation which is not adopted at a regular or special meeting at which at least two trustees are present shall be valid or binding on any person affected thereby, unless notice of such meeting has been given to the trustees by the secretary, or by one of the trustees to the others, either personally or in writing, and a minute of such act or proceeding is made in writing and signed by two of the trustees. R. S. O. 1897, c. 292, s. 19.

Corporate acts must be adopted at lawful trustee meetings.

**21.** The ratepayers of any rural school section may by resolution at the annual or any special meeting, authorize the trustees to provide for the admission of the pupils of such section to the schools of any adjoining city or town, subject to the approval of the Minister of Education and the trustees of such city or town, and such arrangement so approved shall be taken in lieu of the accommodation which trustees are required by this Act to make for the pupils of the section, and as a public school within the meaning of section 70 of this Act. In such cases it shall be lawful for the trustees to levy and collect upon the taxable property of the section such sums as may be necessary to pay the fees of pupils attending the schools of the city or town, and also such other sums as they may deem expedient, or as may be required by this Act. The average attendance of the pupils belonging to such section at such schools shall be taken by the inspector as the basis on which to divide any grants authorized by the Legislature to be paid to the township to which such section belongs. R. S. O. 1897, c. 292, s. 20.

Providing for admission of pupils from rural school section to urban schools.

#### AUDITORS.

**22.**—Every board of rural school trustees shall, on or before the first day of December, appoint an auditor, and in case of their neglect, or the neglect of the ratepayers at an annual or special meeting to do so, or in case of an auditor being appointed or elected who refuses, or is unable to act, then the inspector shall at the request in writing of any two ratepayers make the appointment.

Appointment of auditors.

(2) The trustees, or their secretary-treasurer shall lay all their accounts before the school auditors of the section, or either of them, together with the agreements, vouchers, contracts and books in their possession, and the trustees or their secretary-treasurer, shall afford to the auditors, or either of them, all the information in their or his power as to the receipts and expenditure of school moneys.

Trustees and secretary-treasurer to lay accounts, etc., before auditors.

(3) The auditors appointed, or one of them, shall, on or immediately after the first day of December in each year, appoint a time, before the day of the next ensuing annual school meeting, for examining the accounts of the school section. R. S. O. 1897, c. 292, s. 21.

Time of audit.

Duties of  
auditors.

**23.** It shall be the duty of the auditors of every school section :—

1. To examine into and decide upon the accuracy of the accounts of the section, and whether the trustees have duly accounted for and expended for school purposes the moneys received by them, and to submit the said accounts, with a full report thereon at the next annual school meeting.

2. In case of difference of opinion between the auditors on any matter in the account, it shall be referred to and decided by the county inspector.

3. If both of the auditors object to the lawfulness of any expenditure made by the trustees, they shall submit the matters in difference to the annual meeting, which may either determine the same, or submit the matter to the Minister of Education, whose decision shall be final. R. S. O. 1897, c. 292, s. 22.

Powers of  
auditors.

**24.** It shall be competent for the auditors or one of them :—

(1) To require the attendance of all or any of the persons interested in the accounts, and of their witnesses, with all such books, papers, and writings as the auditor or auditors may direct them, or either of them, to produce ; and to administer oaths to such persons and witnesses.

(2) To issue their or his warrant to any person named therein, to enforce the collection of any moneys by them awarded to be paid ; and the person named in the warrant shall have the same power and authority to enforce the collection of the moneys mentioned in the said warrant, with all reasonable costs by seizure and sale of the property of the party or corporation against whom the same has been issued, as any bailiff of a division court has in enforcing a judgment and execution issued out of such court.

(3) The auditors shall remain in office until their audit is completed. R. S. O. 1897, c. 292, s. 23.

#### SECTIONS IN UNORGANIZED TOWNSHIPS.

Formation of  
school sec-  
tions.

**25.** (1) In unorganized townships in any county or district the public school inspector of the county or district may form a portion of a township, or of two or more adjoining townships, into a school section.

Limits of sec-  
tion.

(2) No section shall, in length or breadth, exceed five miles in a straight line, and, subject to this restriction, the boundaries may be altered by the inspector from time to time, and the alteration shall go into operation on the 25th day of December thereafter ; provided no school section shall be formed except on the petition of five heads of families resident therein.



(3) Any person whose place of residence is at a distance of more than three miles in a direct line from the site of the schoolhouse of the section shall be exempt from all rates for school purposes, unless a child of such ratepayer attends such school; but this exemption shall not apply to lands liable to taxation for school purposes owned by such person within the distance of three miles. Exemption from rates account of distance.

(4) After the formation of a school section, it shall be lawful for any two of the petitioners, by notice posted for at least six days in not less than three of the most public places in the section, to appoint a time and place for a meeting for the election, as provided by law, of three school trustees for the section. Election of school trustees.

(5) The trustees elected at such meetings, or at any subsequent school meetings of the section, as provided by law, shall have the powers and be subject to all the obligations of public school trustees generally. Trustees' powers and obligations. R. S. O. 1897, c. 292, s. 24.

#### REVISION OF ASSESSMENT ROLLS.

**26.**—(1) The secretary-treasurers of all boards of public school trustees in unorganized townships shall be, *ex officio*, members of a court of revision, and three of them, acting together, shall be a legally constituted court for the revision and correction of school section assessment rolls, and for the hearing and settlement of any appeals against the same. The members of such court shall be paid reasonable travelling expenses by their respective boards of trustees for attendance as a court of revision. Court of Revision.

(2) The inspector of schools for the district shall divide the school sections into groups of three sections in every group, or as near thereto as practicable, and shall notify the secretary-treasurers of the sections concerned of the group to which they respectively belong. Such grouping may be changed from year to year as the inspector may direct. Sections to be divided into groups.

(3) In every case where from the sparseness of settlements, it would be inconvenient for a court of revision as herein constituted to meet for the revision and equalization of the assessment roll, it shall be lawful for the inspector, on the request of any board of trustees, to assume the functions of such court of revision for the section on behalf of which such request is made, whereupon he shall be the court of revision for such section and all the proceedings of the inspector in the matter of the revision or correction of the assessment roll, shall be subject to the provisions of this Act, and shall have the same effect as if made in a court of revision constituted under the preceding subsection. R. S. O. 1897, c. 292, s. 25. When inspector to act as court of revision.

**27.**—(1) The trustees of all school sections in unorganized townships shall, annually, appoint a duly qualified person to make out an assessment roll for the section, the secretary-treasurer of which shall submit a certified copy of the same to the Annual assessment roll.

the proper Court of Revision for the correction of errors or improper entries that may be found therein.

Assessor to  
make oath.  
Rev. Stat.  
1897, c. 224.

(2) The person appointed for preparing such assessment roll shall be subject to the provisions of *The Assessment Act* with regard to the equitable rating of all taxable property in such school section, and shall, before returning his assessment roll to the secretary of the school section, attach thereto a certificate signed by him and verified upon oath or affirmation according to the form prescribed in *The Assessment Act*.

Appeal  
against assess-  
ment.

(3) A copy of the roll as corrected shall be open to inspection by all persons interested, at some convenient place in the section, notice whereof, signed by the secretary-treasurer of the section, shall be annually posted in at least three of the most public places in the section, and shall state the place and the time at which the court will hear appeals against the said assessment roll, and such notice shall be posted as aforesaid by the trustees for at least three weeks prior to the time appointed for hearing the appeals.

Manner of  
appeal.

(4) All appeals shall be made in the same manner and after the same notice, as nearly as may be, as appeals are made to a court of revision in the case of ordinary municipal assessments, and the court of revision, as constituted according to section 26, shall have the same powers as ordinary municipal courts of revision.

Confirmed roll  
binding.

(5) The annual roll, as finally passed and signed by the chairman of the court of revision, shall be binding upon the trustees and ratepayers of the section, until the annual roll for the succeeding year is passed and signed as aforesaid.

Appeals in  
unorganized  
townships.

(6) Where any township under the jurisdiction of a township board is unorganized, appeals against its certified assessment roll, shall be made to the Stipendiary Magistrate or Judge of the district or county.

Union school  
sections.

(7) In forming union school sections between and out of an organized township municipality and an unorganized township or locality within any territorial or judicial district, it shall be lawful for such union school section to be formed or altered according to the provisions of this Act, except that the inspector shall act for the unorganized township or locality, and the reeve of the organized township for his township. R.S.O. 1897, c. 292, s. 26.

#### UNSURVEYED DISTRICTS.

Schools in  
unsurveyed  
districts.

28.—(1) In any portion of the Province not surveyed into townships, the inhabitants thereof who are twenty-one years of age, may at a public meeting called for that purpose, elect three of their number to serve as public school trustees, and the trustees so elected shall have all the powers of trustees in unorganized townships, and shall in all other respects be subject to the provisions of this Act.



(2) On receipt of notice by the Education Department signed by the trustees so elected, that a public school has been established and suitable accommodation provided for public school purposes, the Minister of Education may pay over to the trustees out of the appropriation made by the Legislature for public schools such sum of money for their maintenance as may be approved by the Lieutenant-Governor in Council. R.S.O. 1897, c. 292, s. 27.

Notice to the  
Minister of  
Education.

#### COLLECTOR.

**29.**—(1) The trustees may appoint some fit and proper person, or one of themselves, to collect the rates imposed by them upon the ratepayers of their school section, or the sums which the inhabitants or others may have subscribed, or a rate-bill imposed on any person; and may pay to such collector at the rate of not less than five, or more than ten per centum on the moneys collected by him; and every collector shall give such security as is satisfactory to the trustees, which security shall be lodged for safe keeping with the inspector by the trustees.

Appointment  
and duties of  
school col-  
lector.

(2) Every collector shall have the same powers in collecting the school rate, rate-bill, or subscriptions, and shall be under the same liabilities and obligations, and proceed in the same manner in the school section or township, as a township collector in collecting rates in his township, as provided in the Municipal and Assessment Acts from time to time in force. R.S.O. 1897, c. 292, s. 28.

Powers and  
liabilities of  
school col-  
lector.

#### TOWNSHIP BOARDS.

**30.** In districts composed of more than one township, but without county organization, it shall be optional with the municipal councils thereof to form portions of the townships comprising the district into school sections, or to establish a board of public school trustees, two members being elected for each ward, and if not divided into wards, two for each township thereof, and such board shall possess all the powers and duties of township boards, and shall also, upon the petition of at least five heads of families, provide school accommodation and a teacher for their children and others. R.S.O. 1897, c. 292, s. 29.

Boards in mu-  
nicipalities  
without  
county organi-  
zation.

**31.**—(1) In case twenty ratepayers in more than one half of the school wards of the township petition the township council to submit a by-law to the vote of the ratepayers of the township for the repeal of any by-law under which a township school board was established a by-law shall be submitted to such vote accordingly, and the proceedings shall be in conformity with *The Municipal Act*, except that the vote shall not be by ballot; and in case in the majority of such wards the majority of the votes are for such repeal, the township council shall pass a by-law to disestablish such township school board.

Petition for  
repeal of by-  
law and for  
reforming  
sections.

Rev. Stat.  
c. 223.

board, and form school sections instead thereof; but no repeal shall take effect until the twenty-fifth day of the month of December next following the voting upon the by-law for that purpose.

Adjusting  
claims.

(2) The council shall, in the same or by another by-law, appoint the inspector jointly with two other competent persons, not residents of the township, and they or any two of them shall, in a report to the council, value the schoolhouses, school sites, and other school property which may thereupon become the property of each school section, and shall also adjust and settle the respective rights and claims consequent on such repeal between the respective school sections, or between any school section, and the township, and all payments to be made by or to any of them. R.S.O. 1897, c. 292, s. 30.

Commissions  
to readjust  
school sections  
in sparsely  
settled dis-  
tricts.

**32.**—(1) On the report of any public school inspector that the attendance at the schools in the outlying and sparsely settled portions of his inspectorate is so small as to justify the consolidation of two or more of such sections with a view to the transportation of the pupils to some central school thereafter to be determined upon, the Lieutenant-Governor in Council may appoint a commission of not more than three persons, of whom the public school inspector shall be one, whose duty it shall be to re-arrange such school sections, having regard to the settlements and the facilities for transportation in order that the number of sections may be reduced and the pupils conveyed from their homes to school in the most convenient manner.

Publication of  
report and  
voting  
thereon.

(2) On the receipt of the report of the commission, the Lieutenant-Governor in Council may cause the same to be published in the sections to be affected by such consolidation in such manner as may be deemed expedient and on a day to be fixed by the said Lieutenant-Governor the ratepayers shall vote "yea" or "nay" on said report.

Adoption of  
report and  
rearrange-  
ment of  
sections.

(3) If a majority of the ratepayers vote "yea" then the boundaries of the section so settled shall be the legal boundaries of the school sections concerned from and after the 25th day of December next following such vote, until altered as provided by this Act.

(4) The ratepayers of the sections so formed shall, on the date fixed by this Act for the annual meeting of rural sections, meet and elect three trustees for the sections so formed as in the case of the organization of new sections under this Act.

(5) It shall be the duty of the trustees in the case of all sections formed as herein provided, in addition to the other duties imposed by this Act, to provide for the transportation of all pupils to and from school who reside more than one-half mile from such school, and the trustees shall have power to



to levy and collect the cost of such transportation as other expenses of the section are levied and collected. 62 V. (2) c. 36, s. 14.

**33.** The trustees of any public school in the unorganized townships of the Territorial Districts of Algoma, Nipissing, Parry Sound and Muskoka may issue debentures, for the purchase of a school site and the erection of a school-house, paying in ten equal annual instalments, or such other sums as the trustees may deem expedient, providing always that the proposal to issue such debentures has been sanctioned, by resolution, at a special meeting of the ratepayers of the section; such debentures shall be signed by the trustees of the section, and sealed with the corporate seal, and shall be a charge upon the assessable property of the school section. The debentures shall, as near as may be, comply with Form A prescribed by this Act. 62 V. (2) c. 36, s. 15.

Issuing debentures for school sites and houses in certain districts.

#### RURAL SCHOOL SITES.

**34.**—(1) The trustees of every rural school section shall have power to select a site for a new schoolhouse or to agree upon a change of site for an existing schoolhouse, and shall forthwith call a special meeting of the ratepayers of the section to consider the site selected by them; and no site shall be adopted, or change of school site made, except in the manner hereinafter provided, without the consent of the majority of such special meeting.

New sites.

(2) In case a majority of the ratepayers present at such special meeting differ as to the suitability of the site selected by the trustees, each party shall then and there choose an arbitrator, and the county inspector, or, in case of his inability to act, any person appointed by him to act on his behalf, shall be a third arbitrator; and such three arbitrators, or a majority of them present at any lawful meeting, shall have authority to make and publish an award upon the matter submitted to them.

When trustees and ratepayers differ as to site.

Award.

(3) With the consent, or at the request of the parties to the reference, the arbitrators, or a majority of them, shall have authority, within one month from the date of their award, to reconsider such award and within two months thereafter to make and publish a second award, which award (or the previous one, if not reconsidered by the arbitrators) shall be binding upon all parties concerned for at least five years from the date thereof. R. S. O. 1897, c. 292, s. 31.

Reconsideration of award.

**35.**—(1) If the owner of the land selected for a new school site, or required for the enlargement of school premises, refuses to sell the same, or demands therefor a price deemed unreasonable by the trustees of any section, then such owner and the trustees shall each forthwith appoint an arbitrator, and the arbitrators

Where owner refuses to sell.

arbitrators thus appointed, together with the inspector, or in case of his inability to act, any person appointed by him on his behalf as third arbitrator, or any two of them, shall appraise the damages for such land.

Appointment  
of arbitrators  
—their  
powers.

(2) If the majority of the school trustees, or the majority of a public school meeting, neglect or refuse, where there is a difference in regard to the selection of a school site, to appoint an arbitrator, as provided in this Act, or if the owner of land selected as a school site, neglects or refuses to appoint an arbitrator, it shall be competent for the inspector with the arbitrator appointed, to meet and determine the matter; and the inspector in case of such refusal or neglect, shall have a second or casting vote if he and the arbitrator appointed do not agree.

Proceedings  
where an ar-  
bitrator is ab-  
sent.

(3) If only a majority of the arbitrators appointed to decide any case arising under the authority of this Act are present at any lawful meeting, in consequence of the neglect or the refusal of the other arbitrator to meet them, it shall be competent for those present to make and publish an award upon the matter or matters submitted to them, or to adjourn the meeting for any period not exceeding ten days, and they shall give the absent arbitrator notice of the adjournment.

Additional  
powers of  
arbitrator.

(4) The arbitrators aforesaid, or any two of them, shall have the power to hear and determine all claims or rights of incumbancers, lessees, tenants, or other persons, as well as those of the owner in respect of the land required for the purpose of the school site, upon notice in writing to every such claimant or person.

Taking land.

(5) Upon the tender of payment of the amount of such damages to the owners or other persons entitled thereto, by the school trustees, or its payment into the High Court under the authority hereinafter conferred, the land may be taken and used for the purpose aforesaid. R. S. O. 1897, c. 292, s. 32

Award to con-  
stitute title.

**36.**—(1) Any award for a school site made and published under this Act, if there be no conveyance, shall thereafter be deemed to be the title of the trustees to the land mentioned in it, and shall be a good title thereto against all persons interested in the property in any manner whatever, and shall be registered in the proper registry office on the affidavit of the secretary-treasurer of the board of trustees verifying the same.

Cost of  
arbitration.

(2) The parties concerned in all such disputes shall pay all the expenses incurred in them, according to the award or decision of the arbitrators. R. S. O. 1897, c. 292, s. 33.

Selection of  
school site.

**37.**—(1) A school site shall not be selected in a township within a hundred yards of the garden, orchard, pleasure ground, or dwelling house of the owner of the site without his consent.

Fence.

(2) Any wall or fence deemed necessary by the trustees or required by the regulations of the Education Department for the

the enclosure of the school premises shall be erected and maintained by the board of trustees at the expense of the school section.

(3) It shall not be necessary for the trustees to build a wall or fence along any street or highway for the purpose of enclosing the school premises in any municipality in which a by-law has been passed by the municipal council prohibiting stock from running at large. R.S.O. 1897, c. 292, s. 34; 62 V. (2) c. 36, s. 3. Fences around school property.

38. Where the area of a school site is less than is required by the regulations of the Education Department the trustees may, without reference to a special meeting of the ratepayers, enlarge the same, but no such enlargement shall be made in the direction of, or including an orchard, garden or dwelling-house, without the consent of the owner of the land required, unless the school site cannot be otherwise enlarged. R.S.O. 1897, c. 292, s. 35. Enlargement of school site.

39.—(1) All corporations and persons whatsoever, tenants in tail or for life, guardians, executors, administrators, and all other trustees whatsoever, not only for and on behalf of themselves, their heirs and successors, but also for and on behalf of those they represent, whether infants, issue unborn, lunatics, idiots, femmes-coverts, or other person, seized, possessed of or interested in any land, may contract for, sell or convey all or part thereof to school trustees for a school site or an addition to the school site, or for a teacher's residence; and any contract, agreement, sale, conveyance and assurance so made shall be valid and effectual to all intents and purposes whatsoever; and the corporations or persons so conveying are hereby indemnified for what they respectively do by virtue of or in pursuance of this Act. Who may convey school sites.

(2) If the owner of land duly selected for the said purpose is absent from the county in which the land lies, or is unknown, the trustees may procure from a sworn surveyor a certificate that he is not interested in the matter; that he knows the land and that some certain sum therein named is, in his opinion, a fair compensation for the same; and on filing the said certificate with the Judge of the County Court of the county in which the land lies, accompanied by an affidavit or affidavits which satisfy the Judge that the owner is absent from the county and that, after diligent inquiry, he cannot be found, the Judge may order a notice to be inserted for such time as he sees fit in some newspaper published in the county; and he may in addition thereto, order a notice to be sent to any person by mail, or may direct service of the same to be effected in such other way as he sees fit. Remedy in case of absence of owner.

(3) The notice shall contain a short description of the land, and a declaration of the readiness of the trustees to pay the What notice shall contain  
sum



Arbitrators.

sum certified as aforesaid; shall give the name of a person to be appointed as the arbitrator of the trustees if their offer of that sum is not accepted; shall name the time within which the offer is to be accepted, or an arbitrator named by the owner; and shall contain any other particulars which the County Judge may direct.

Judge may appoint arbitrator.

(4) If within such time as the Judge directs, the owner does not notify the trustees of the acceptance of the sum offered by them, or notify to them the name of a person whom he appoints as arbitrator, the Judge shall, on the application of the trustees, appoint a sworn surveyor to be sole arbitrator for determining the compensation to be paid for the property. R.S.O. 1897, c. 292, s. 36.

Responsibility of trustees as to compensation

**40.**—(1) Where land is taken by the trustees without the consent of the owner, the compensation to be paid therefor shall stand in the stead of the land; and after the trustees have taken possession of land, any claim to, or incumbrance upon the same or any portion thereof, shall as against the trustees, be converted into a claim to the compensation or to a proportion thereof, and the trustees shall be responsible accordingly whenever they have paid such compensation or any part thereof to a party not entitled to receive the same, saving always their recourse against such party.

In case of incumbrance.

(2) If the trustees have reason to fear any claims or incumbrance, or if any party to whom the compensation or any part thereof is payable refuses to execute the proper conveyance, or if the party entitled to claim the same cannot be found or is unknown to the trustees, or if for any other reason the trustees deem it advisable, they may pay the arbitration and other expenses, and pay the amount of the compensation into the High Court, or in such other manner as the inspector may direct, with interest thereon for six months, and may deliver therewith an authentic copy of the conveyance, or of the agreement or award if there be no conveyance; and such agreement or award shall thereafter be deemed to be the title of the trustees to the land therein mentioned, and shall be a good title thereto against all persons interested in the property in any manner whatever, and shall be registered in the proper registry office on an affidavit of the secretary-treasurer of the board of trustees verifying the same. R.S.O. 1897, c. 292, s. 37.

Payment of compensation money into High Court.

Award to be registered.

#### ALTERATION OF SCHOOL BOUNDARIES.

Powers of township councils.

**41.** Every township council shall have power:—

Union of existing sections.

1. To pass by-laws to unite two or more sections in the same township into one, in case at a public meeting in each section called by the trustees or inspector for that purpose, a majority of the ratepayers present at each of such meetings request to be united;

2. To alter the boundaries of a school section, or divide an existing section into two or more sections, or to unite portions of an existing section with another section, or with any new section, in case it clearly appears that all persons to be affected by the proposed alteration, division or union respectively, have been duly notified, in such manner as the council may deem expedient, of the proposed proceeding for this purpose, or of any application made to the council to do so ;

Alteration,  
etc., of school  
sections.

3. Any such by-law shall not be passed later than the first day of June in any year, and shall not take effect before the 25th day of December next thereafter, and shall remain in force, unless set aside as hereinafter provided, for a period of five years. The township clerk shall transmit forthwith a copy of such by-law and minutes relating thereto to the trustees of every school section affected thereby, and to the public school inspector.

By-law for  
altering school  
sections.

4. Where part of any school section has been added to a city or town by order of the Lieutenant-Governor in Council, the municipal council in which such section is situated may pass a by-law for the readjustment of the boundaries of the remaining portion of such section, notwithstanding the passing of a by-law within five years affecting the limits of such section or adjoining sections. R. S. O, 1897, c. 292, s. 38.

When part of  
section is  
added to city  
or town.

#### APPEALS TO COUNTY COUNCIL.

**42**—(1) A majority of the trustees, or any five ratepayers of any one or more of the school sections concerned, may within twenty days, by notice filed in the office of the county clerk appeal to the county council of the county in which such section or sections are situated, against any by-law of the township council for the formation, division, union or alteration of their school section or school sections ; or against the neglect or refusal of the township council, on application being made to it by the trustees or any five ratepayers concerned, to form, unite, divide or alter the boundaries of a school section or school sections within the township.

Appeal to  
county  
council.

(2) The time herein mentioned for appeal shall run from the date of the by-law complained of, or from the date of the meeting at which the council refused to pass such by-law, or from the first meeting after which notice was received from the clerk of the application of the trustees or ratepayers asking for such by-law to be passed, as the case may be.

(3) The county council may if it thinks fit appoint as arbitrators not more than five, nor less than three competent persons two of whom shall be the County Judge, or some person named, by him, and the county inspector, and a majority of whom shall form a quorum to hear such appeal and to form, divide unite or alter the boundaries of the school section or school sections,

Appointment  
of arbitrators.

sections, so far as to settle the matters complained of; but the alterations or determination of the said matters shall not take effect before the 25th day of December in the year in which the arbitrators so decide, and shall thence continue in full force for the period of five years at least, and until lawfully changed by the township council.

Who may act  
as arbitrators.

(4) No person shall be competent to act as arbitrator, who is a member of the township council, or who was a member at the time at which the council passed, or refused or neglected to pass the by-law or resolution.

Notice.

(5) Due notice of the alterations or the determination of the said matters made by the arbitrators shall be given by the inspector to the clerk of the township, and to the trustees of the school sections concerned. R. S. O. 1897, c. 292, s. 39; 62 V. (2) c. 36, s. 4.

Adjustment of  
claims  
between  
unions in same  
township.

**43.** On the formation, dissolution, division or alteration of any school section in the same township, in case the trustees of the sections interested are unable to agree, the county inspector and two other persons appointed by the township council as arbitrators, shall value and adjust in an equitable manner all rights and claims consequent upon such formation, division, dissolution or alteration between the respective portions of the township affected, and determine in what manner and by what portion or by whom the same shall be settled; and the determination of the said arbitrators or any two of them shall be final and conclusive. R. S. O. 1897, c. 292, s. 40.

Disposal of  
school pro-  
perty when not  
wanted.

**44.** In case a school site or school-house or other school property is no longer required in a section, in consequence of the alteration or the union of school sections, the same shall be disposed of, in such a manner as a majority of the ratepayers in the altered or united school sections may decide at a public meeting called for that purpose; and the ratepayers transferred from one school section to another shall be entitled, for the public school purposes of the section to which they are attached, to such a proportion of the proceeds of the sale of such school-house or other public school property as the assessed value of their property bears to that of the other ratepayers of the school section from which they have been separated; and the residue of such proceeds shall be applied to the erection of a new school house in the old school section, or to other public school purposes of such old section. In the case of united sections, the proceeds of the sale shall be applied to the like public school purposes of such united sections. R. S. O. 1897, c. 292, s. 41.

#### UNION SCHOOL SECTIONS.

Unions exist-  
ing 1st April,  
1901.

**45.** All school sections existing on the 1st day of April, 1901, and all union school sections which on that day existed in



in fact, and whether formed in accordance with the provisions of the law in that behalf or not, shall be deemed to have been legally formed, and shall continue to exist, subject, however, to the provisions of this Act so far as applicable as if they had been formed thereunder; and in cases where any union has before said date been adjudged by any Court or Judge to have been illegally formed, or where any proceedings were pending at said date on that ground, further proceedings may be stayed, upon payment of such costs or expenses, if any, as the Court or Judge may award. R. S. O. 1897, c. 292, s. 42.

46. A union school section may be established between (a) What unions may be formed. parts of two or more adjoining townships, or (b) parts of one or more townships and an adjoining urban municipality and union school sections may be formed, altered or dissolved as follows:—

1. On the petition of five ratepayers from each of the municipalities concerned, to their respective municipal councils, asking for the formation, alteration or dissolution of a union school section, each municipal council so petitioned may appoint an arbitrator (who must not be a member of the council), and notice of the appointment shall be sent by the respective clerks to the inspector or inspectors of the district or districts concerned who shall be *ex officio* arbitrators; a council may act upon a petition addressed to the councils concerned or to any two or more of them jointly, if such petition is signed by five ratepayers of the municipality acting thereon. Procedure for formation, alteration or dissolution of union.

2. In cases where the persons so appointed arbitrators would be an even number, the senior County Court Judge, or some person by him appointed to act in his behalf, shall be added, or in the case of an arbitration affecting two or more counties then the senior County Court Judge of the county having the largest population according to the last Dominion census, or some person by him appointed to act in his behalf shall be added. Where even number of arbitrators appointed county judge to act.

3. The first meeting of the arbitrators shall be called by the inspector representing the greatest number of schools, who shall give ten days' notice in writing of such meeting to the clerks of the municipalities concerned. First meeting of arbitrators

4. In case the arbitrators determine upon the formation of a new union section, or upon the alteration of the boundaries of an existing union school, they shall in their award set forth the specific parcels of land to be included in such new union school section, or in such altered section as the case may be. In the event of the transfer of any parcel or parcels of land from an existing union section to some other section or sections the arbitrators shall in their award set forth to what other section or sections such transfer shall be made, and Award what to contain.

and any such transfer shall be binding and operative for all school purposes till altered as provided by this Act.

5. In case the arbitrators determine upon the dissolution of an existing union they shall set forth in their award the section or sections to which the parcels of land comprising such union shall be attached for school purposes, and any such transfer of the parcels of land comprising a union school section to an adjoining section or sections shall be binding and operative till the boundaries of such section or sections are altered as provided by this Act.

6. Where the arbitrators find that it would be in the interest of the parties concerned, and where in their opinion it is practicable so to do, they may at their discretion form part of the territory of any union section into a non-union section, or form a new union, and in such cases they shall indicate the parcels of land of which such union or non-union section shall be composed. The remainder of the union section shall be disposed of as hereinbefore provided.

7. When a new union school section is formed or an existing union school section altered the arbitrators shall determine and fix the proportion which the part in each municipality shall be liable to contribute towards the erection and maintenance of the school and other requisite expenses, and such determination shall be binding for a period of three years.

8. In any award made under this section the arbitrators shall value and adjust, in an equitable manner, all rights and claims consequent upon the formation, alteration or dissolution of union sections between the respective municipalities, school sections and ratepayers concerned, and shall also determine in what manner and by what municipality or municipalities, or what portions thereof the same shall be paid and the sum of money to be paid by one portion of the municipalities or school sections concerned to the union schools so formed or altered, and the disposition of the property of the union and any payment by one portion to the other and the right of any ratepayer affected by the award, and such valuation adjustment and determination shall form and be considered an integral portion of their award, and shall be binding on the municipalities and school sections concerned, subject to this Act.

9. When a new union school section is formed by arbitration, as herein provided, the inspector authorized under the clause numbered 3 of this section to call the first meeting of the arbitrators, shall call the first meeting for the election of trustees, and shall proceed as the clerk of the municipality is directed to proceed in the case of the formation of a new section under this Act.

10. Such union, alteration or dissolution shall not take effect until the 25th day of the month of December, after the award of the arbitrators or a certified copy thereof is filed with the clerks of the municipalities concerned.

11. No union school section shall be altered or dissolved for a period of five years after the award of the arbitrators has gone into operation, whether such award did or did not change the boundaries of existing sections, but nothing herein contained shall be construed as restraining any municipal council from enlarging the boundaries of any union school section from time to time as may be deemed expedient. Provided always that two-thirds of the ratepayers of any union school section may, at the expiration of three years from the date of the formation of such union section, petition the municipal council or councils concerned for a reconsideration of any award for the formation of any union school section made under this Act, and such petition shall be taken in lieu of the petition or petitions for the formation, alteration or dissolution of the union school section concerned, referred to in sub-section 1 of this section. R.S.O. 1897, c. 292, s. 43; 62 V. (2), c. 36, s. 5.

Reconsideration of union school section award.

47. Where the territory which it is proposed to form into a union school section or where the union school section which it is proposed to alter or dissolve, lies wholly within a county the trustees or any five ratepayers in the territory or union section concerned, or the inspector or inspectors, may within one month after the making thereof appeal in writing to the county council against any award made by the arbitrators either for or against the formation, alteration or dissolution of such section, or against the neglect or refusal of the township council or councils concerned to appoint arbitrators, as provided in section 46 of this Act, and on receipt of such appeal the county council shall have power to appoint not more than three arbitrators, who shall neither be ratepayers in the territory or school section concerned, nor members of the municipal councils concerned, and such arbitrators shall have all the powers of arbitrators appointed under section 46, and the decision of a majority of them shall be final and conclusive. The first meeting of such arbitrators shall be called by the county clerk. R. S. O. 1897, c. 292, s. 44.

Appeal relating to union school within a county.

48. Where the territory which it is proposed to form into a union school or where the union school section which it is proposed to alter or dissolve, lies partly within two or more counties, the trustees or any five ratepayers in the territory or union school section concerned, or the inspector or inspectors, may within one month after the making thereof appeal against any award made by arbitrators for or against the formation, alteration or dissolution of such section, or against the refusal or neglect of the township council or councils concerned to appoint arbitrators, to the Minister of Education, who shall have power to alter, determine or confirm such award, or where no award was made, then at his discretion to appoint not more than three arbitrators who shall have all the powers of arbitrators appointed under section 43 of this Act, and the decision

Appeal relating to union school within two or more counties.



of a majority of them shall be final and conclusive. The first meeting of such arbitrators shall be called by the Minister of Education. R. S. O. 1897, c. 292, s. 45.

Collection of rates in union school sections.

**49.** The collectors of each municipality in which a part of a union section is situate shall collect the school rates for that part; and the amount collected from the several ratepayers in each part of the union section shall be paid by the respective collectors to the treasurer of the municipality in which such part of the union section is situate, and the treasurer shall pay over the same without any charge or deduction to the trustees entitled thereto. R. S. O. 1897, c. 292, s. 46

School sections when municipality divided.

**50.** When any township municipality is divided by Act of the Legislature for municipal purposes, all school sections which may, by such division, be situated partly in each of the newly formed municipalities, shall be deemed union sections until otherwise altered under the provisions of this Act. R. S. O. 1897, c. 292, s. 47.

Election of trustees, and inspection of union school sections.

**51.** Every union school section shall, for the election of trustees, be deemed one school section, and shall be considered in respect to inspection as within the municipality in which the school-house is situated, or if there be two or more school-houses then in the municipality having the largest amount of assessed property. R. S. O. 1897, c. 292, s. 48.

#### UNIONS WITH URBAN MUNICIPALITIES.

Continuation of boundaries of rural sections.

**52.** (1) In case a portion of the territory composing one or more school sections becomes incorporated as an urban municipality, the boundaries of such school section or sections shall continue in force and shall be deemed a union school section, and the provisions of this Act respecting the election of public school trustees in urban municipalities shall apply thereto until such union is altered or dissolved as provided by this Act.

Where rate-payers to vote when municipality divided into wards.

(2) In the case of an urban municipality divided into wards to which a part of an adjoining township or townships is attached for school purposes, the board of trustees of such union school section shall by resolution determine in which ward or wards the ratepayers of the township shall vote for the election of school trustees and at elections on other school questions, and in case of no such resolution, then such portion of the township shall be considered for all election purposes as attached to the ward or wards adjacent, and if two or more wards are adjacent any such ratepayer may vote in either of such wards. R. S. O. 1897, c. 292, s. 49.

Where part of a township is annexed to a city.

**53.** Where any portion of a township municipality is annexed to an urban municipality by proclamation, the portion so annexed shall for all school purposes be deemed to be part of such city or town, provided always

always that when the portion annexed does not include the whole of any contiguous school section, the respective municipalities shall, unless determined by mutual agreement between themselves after such annexation, each appoint an arbitrator who, with the senior County Judge of the county, shall value and adjudge in an equitable manner the rights and claims of all parties affected by such annexation, and shall determine by what municipality or portion thereof, the same shall be adjusted, paid or settled.

(2) The award of the arbitrators shall be final and conclusive, and the money found due, either by mutual agreement or under the award, shall be deemed money for school purposes and the provisions of section 74 of this Act shall not apply to the money so required to be paid under the award or mutual agreement, and a debenture or debentures may issue to be payable out of the taxable property of that part of the school section remaining in the indebted municipality, upon a requisition of the trustees of said school section, without calling a special meeting of the electors, and upon the terms and conditions set forth in a by-law of the said municipality, anything in this Act to the contrary notwithstanding.

(3) In all cases in which two municipal corporations are united by proclamation or by any Act of the Legislature, all the assets and liabilities of each school corporation shall be assumed by the school corporation of the united municipality. Adjustment of assets and liabilities upon union of municipalities R. S. O. 1897, c. 292, s. 50.

#### EQUALIZATION OF UNION SCHOOL ASSESSMENTS.

**54.**—(1) Once in every three years the assessors of the municipalities in which a union school section is situated, shall, after they have completed their respective assessments and before the first day of June, meet and determine what proportion of the annual requisition made by the trustees for school purposes shall be levied upon and collected from the taxable property of the respective municipalities out of which the union school section is formed. Notice of such determination shall be given forthwith to the secretary-treasurer of the union school section concerned, and to the clerks of the respective municipalities. In any municipality where more than one assessor is appointed and employed, the reeve or mayor of the municipality shall name the assessor who shall act for and on behalf of such municipality. Assessors to determine proportion.

(2) In the event of the assessors disagreeing as to such proportion, as aforesaid, the inspector in whose district the union school section is situated, with the assessors aforesaid shall determine the said matter and report the same to the clerks of the respective municipalities, on or before the first day of July, and the decision of a majority shall be final and conclusive for the period of three years; Arbitration where assessors disagree.

When school section lies in two counties.

(3) When the union school section is composed of portions of two adjoining counties, then on the disagreement of the assessors the inspector of the county in which the schoolhouse of the union section is situated shall act as arbitrator, and the decision of a majority shall be final and conclusive for the period of three years;

Meeting of assessors to determine proportion.

(4) The meeting of the assessors, for the purposes herein set forth, shall be called by the assessor of the municipality in which the schoolhouse of the union section is situated;

Reconsideration of award

(5) The assessors or the assessors and arbitrator appointed as herein required may, at the request of the inspector or five ratepayers, within one month after the filing thereof with the clerk reconsider their award, and alter or amend the same so far as to correct any omission or error in the terms in which such award is expressed. R. S. O. 1897, c. 292, s. 51; 62 V. (2) c. 36, s. 17.

#### NOTICE TO QUASH BY-LAWS.

By-law altering sections to be valid unless notice to quash given.

**55.**—(1) Any by-law of a municipality for forming, altering or dissolving a school section or sections, and any award made by arbitrators appointed to consider an appeal from a township council with respect to any matter authorized by this Act shall be valid and binding for a period of at least five years notwithstanding any defect in substance or form, or in the manner or time of passing or making the same, unless notice to quash such by-law or to set aside such award is filed in the office of the township clerk within one month of the publication of such by-law or award, and the same is subsequently quashed or set aside.

What deemed publication of by-law.

(2) Such by-law or award shall be deemed to be published when a copy thereof is served upon the secretary or secretary-treasurer of each board of trustees affected thereby.

Alteration of school boundaries not to affect unions.

(3) The power to form, alter or dissolve a union school section shall in no way be restricted by any by-law passed by a municipal council for the alteration of the boundaries of one or more sections in any township within the jurisdiction of such council. R.S.O. 1897, c. 292, s. 52 (3); 62 V. (2), c. 36, s. 6.

#### URBAN SCHOOL BOARDS.

Board to be a corporation.

**56.**—(1) Every board of public school trustees in urban municipalities, elected as provided by this Act shall be a corporation by the name of "The Public School Board" (prefixing to the words "Public School Board" the name of the city, town or incorporated village for which such trustees are elected), and shall have and possess all the powers usually possessed by corporations, so far as the same are necessary for carrying out the purposes of this Act.

Who may be elected trustees.

(2) Any ratepayer not disqualified who is a British subject and resident in the municipality of the full age of twenty-one years may be elected a public school trustee, and every trustee shall



shall continue in office until his successor has been elected and the new board organized. R. S. O. 1897, c. 292, s. 53.

**57.**—(1) In case any unincorporated village becomes incorporated, or in case a village or town changes its corporate status, the trustees having jurisdiction over the school property situated within such village, or town, prior to its incorporation or prior to the change of its corporate status shall exercise all the powers conferred by this Act upon the trustees of urban municipalities, until a new election of trustees is held, and such trustees shall call a meeting of the ratepayers of such urban municipality within one month after the date of such incorporation for the election of a new public school board ;

First election of trustees.

(2) In calling the meeting of the ratepayers of such newly incorporated urban municipality, the provisions of section 60 of this Act shall be complied with so far as the same are applicable. Where the trustees of the municipality whose corporate status was changed were elected by ballot, the provisions of section 61 of this Act shall apply to the election of trustees in such newly incorporated urban municipality. R.S. O. 1897, c. 292, s. 54

**58.**—(1) For every ward into which any urban municipality is divided there shall be two school trustees, each of whom, after the first election of trustees, shall continue in office for two years, and until his successor has been elected and the new board organized ;

Trustees in city, etc., divided into wards.

(2) One of the trustees in each ward (to be determined by lot at the first meeting of trustees after their election, which determination shall be entered upon the minutes) shall retire from office at the time appointed for the next annual school meeting, and the other shall continue in office one year longer and then retire, after which one trustee shall be elected annually for each ward ;

(3) When any town or incorporated village is annexed to a city, the town or incorporated village so annexed, shall for all the purposes of this Act, be deemed to be part of the city.

(4) The provisions of this section shall not be held to invalidate or make void section 10 of the Act passed in the 54th year of Her late Majesty's reign, chaptered 82, relating to the City of Toronto, but the said section 10 and the subsections thereof shall be read and construed as if incorporated in this Act. R. S. O. 1897, c. 292, s. 55.

54 V. c. 82, s. 10 not affected.

#### INCORPORATED VILLAGES.

**59.**—(1) In every incorporated village not divided into wards there shall be six trustees, each of whom, after the first election for trustees, shall continue in office for two years and until his successor has been elected and the new board organized.

Trustees in villages not divided into wards.

(2) Three of the trustees (to be determined by lot at the first meeting of trustees after their election which determination shall

shall be entered upon the minutes) shall retire from office at the time appointed for the next annual school election, and the other three shall continue in office one year longer and then retire; after which three trustees shall be elected annually. R. S. O. 1897, c. 292, s. 56.

#### ANNUAL ELECTION OF TRUSTEES.

Provisions for elections of trustees.

**60.** The annual and other elections of public school trustees, unless otherwise ordered, as provided by section 61 of this Act, shall be subject to the following provisions:—

Nominations.

1. A meeting of the ratepayers for the nomination of candidates for the office of public school trustee, shall take place at noon on the last Wednesday in the month of December, annually, or if a holiday, on the day following, at such place as shall from time to time be fixed by resolution of the public school board, and in municipalities divided into wards, in each ward thereof, if the board in its discretion thinks fit.

Returning officer.

2. The public school board shall by resolution before the second Wednesday in December each year name the returning officer or officers to preside at the meeting or meetings for the nomination of candidates, and also for holding the election in case of a poll, and in case of the absence of such officer the chairman chosen by the meeting shall preside, and the public school board shall give at least six days' notice of such meeting.

Proceedings at nominations.

3. If at such meeting only the necessary number of candidates to fill the vacant offices are proposed and seconded, the returning officer or person presiding, after the lapse of one hour, shall declare such candidates duly elected, and shall so notify the secretary of the public school board; but if two or more candidates are proposed for any one office and a poll in respect of any such office is demanded by any candidate or elector, the returning officer or chairman shall adjourn the proceedings for filling such office until the first Wednesday of the month of January then next, or if a holiday, then to the day following, when a poll or polls shall be opened at such place or places, and in each ward, where the municipality is divided into wards, as shall be determined by resolution of the trustees;

Hours of polling.

4. The polls shall be opened at the hour of ten of the clock in the forenoon, and shall continue open until five o'clock in the afternoon, and no longer, and any poll may close at any time after eleven o'clock in the forenoon, when a full hour has elapsed without any vote having been polled;

In cities and towns divided into wards, clerk of municipality to fur-

5. In urban municipalities, and in townships where public school boards exist, the clerk of the municipality shall furnish to the public school board, within three days after request in writing, 'The Voters' List,' of such municipality,

pality, together with a supplementary list either printed or in writing of the names of persons being supporters of separate schools, and also a list of the names, alphabetically arranged, of all ratepayers not being already upon 'The Voters' List';

nish voters' list to public school boards.

6. The public school board shall provide each polling place with the lists aforesaid, and also a poll book; and at every election at which a poll is demanded, the returning officer or person presiding, or the poll clerk, shall enter in such book in separate columns the names of the candidates proposed and seconded at the nomination, and shall, opposite to such columns, write the names of the ratepayers offering to vote at the election, and shall, in each column in which is entered the name of a candidate voted for by a voter set the figure '1' opposite the voter's name, with the residence of the voter;

Certified copy of list and a poll book to be provided for each polling place  
Entries in poll book.

7. The returning officer or person presiding shall, on the day after the close of the election, return the poll book to the secretary or secretary-treasurer of the public school board, with his solemn declaration thereto annexed, that the poll book has been correctly kept and contains a true record of the votes given at the polling place for which he was returning officer;

Duty of returning officer after close of election.

8. The secretary-treasurer shall add up the number of votes for each candidate for any office, as appears from the poll book so returned, and shall declare elected, the candidate or candidates having the highest number of votes, and shall forthwith notify the candidates in writing of the number of votes polled for each of them respectively in said election;

Duty of secretary

9. In case two or more candidates have an equal number of votes, the member of the board present at the first meeting thereof after such election and before the organization of the board, who is assessed highest as a ratepayer on the last revised assessment roll, shall give a vote for one or more such candidates, so as to decide the election. R.S.O. 1897, c. 292, s. 57.

Casting vote.

#### ELECTION BY BALLOT.

61.—(1) The board of public school trustees of any urban municipality or township, may, by resolution of which notice shall be given to the clerk of the municipality on or before the first day of October in any year, require the election of school trustees for such urban municipality, or township, to be held by ballot on the same day as municipal councillors, or aldermen are elected, as the case may be. In like manner any board of trustees may discontinue the use of the ballot in trustee elections on giving notice to the clerk of the municipality to that effect at the time hereinbefore mentioned, and thereafter elections for the purposes of this Act shall be conducted as provided in section 60 of this Act.

Elections of trustees on same day as municipal elections.

Trustees may discontinue use of ballot at elections.

(2) Where any board of trustees requires elections to be held by ballot, and elections are so held, no change shall be

Ballot not to be discontinued or resumed for



three years  
after the  
change.

be made in the mode of conducting such election for a period of three years, and should the mode of conducting the elections by ballot be discontinued at any time, then the provisions of section 60 shall apply for a period of three years at least after such discontinuance.

Mode of con-  
ducting elec-  
tions by ballot.

(3) In every case in which notice is given as aforesaid requiring the election of public school trustees to be held by ballot, such election shall thereafter be held at the same time and place, and by the same returning officer or officers, and conducted in the same manner as the municipal nominations and elections of aldermen or councillors are conducted; and the provisions of *The Municipal Act* respecting the time for opening and closing the poll, the mode of receiving the resignation of persons nominated for the office of school trustee before a poll is taken, the mode of voting, corrupt or improper practices, vacancies, and declarations of office, shall *mutatis mutandis* apply to the election of public school trustees.

Rev. Stat.  
c. 223.

Form of  
ballot papers

(4) A separate set of ballot papers shall be prepared by the clerk of the municipality for all the wards or polling subdivisions, containing the names of the candidates nominated for school trustees, of the same form as those used for councillors or aldermen, except the substitution of the words "school trustee" for councillors or aldermen, as the case may be; and no ballot shall be delivered to any person who is entered on the list of voters as a supporter of separate schools.

Oath to be ad-  
ministered  
when voter  
objected to.

(5) In case any objection is made to the right of any person to vote at any election of school trustees the deputy returning officer shall require the person whose right of voting is objected to, to make the following oath or affirmation:—

Form of oath.

You swear (or solemnly affirm) that you are the person named, (or intended to be named,) in the list (or supplementary list) of voters now shewn to you (*showing the list to voter*);

That you are a ratepayer;

That you are of the full age of twenty-one years;

That you are a public school supporter;

That you have not voted before at this election, either at this or any other polling place in this Ward or (in this Municipality, where the municipality is not divided into wards) for School Trustee;

That you have not directly or indirectly received any reward or gift, nor do you expect to receive any, for the vote which you tender at this election;

That you have not received anything, nor has anything been promised to you directly or indirectly, either to induce you to vote at this election, or for loss of time, travelling expenses, hire of team, or any other service connected with this election;

And that you have not directly or indirectly paid or promised anything to any person either to induce him to vote or to refrain from voting at this election: So help you God.

(6) In towns and incorporated villages the trustees may, by resolution, limit the number of trustees constituting the public school board to six provided that at least one month's notice was given of the intention to consider a resolution to that effect. When such resolution has been adopted the election for school trustees shall thereafter be by vote of the electors of the whole municipality. Any reduction so approved shall not come into operation until the close of the school year. The board shall by lot determine what trustee or trustees shall retire in addition to the number retiring by annual rotation in order to admit of the election of three new trustees at the next annual meeting, and thereafter three trustees shall be elected by the ratepayers of the whole municipality each year to fill the place of the same number retiring by rotation annually. R. S. O. 1897, c. 292, s. 58; 62 V. (2) c. 36, ss. 7, 8.

Election of trustees where wards abolished.

**62.**—(1) In case the office of trustee becomes vacant from any cause, the remaining trustees shall, except as provided in the next subsection, forthwith hold a new election in the manner provided by this Act for the annual election of trustees to fill such vacancy, and the person thereupon elected shall hold his seat for the remainder of the term for which his predecessor was elected.

Vacancy in office of trustee.

(2) In the case of an urban municipality should such vacancy occur within three months of the expiry of the term of office, the remaining trustees may allow the office to remain vacant until the next ensuing election. R. S. O. 1897, c. 292, s. 59.

#### CONTESTED ELECTIONS.

**63.** Any complaint respecting the validity or mode of conducting the election of school trustees in any urban municipality shall be made to the Judge of the County Court within twenty days after such election, who shall, within a reasonable time, in a summary manner, hear and determine the same; and may cause the assessment rolls, collector's rolls, poll books, and any other records of the election to be brought before him, and may inquire into the facts on affidavit or affirmation, or by oral testimony, and cause such persons to appear before him as he may deem expedient.

Judge of county court to receive and investigate complaints.

(2) The Judge may confirm the election or set it aside, or order that some other candidate was duly elected; and the Judge may order the person found by him not to have been elected to be removed; and in case the Judge determines that any other person was duly elected, the Judge may order him to be admitted; and, in case the Judge determines that no person was duly elected, the Judge shall order a new election to be held, and shall report such decision to the secretary-treasurer of the public school board. R. S. O. 1897, c. 292, s. 60.

## MEETINGS OF BOARD.

First meeting of Board. **64.**—(1) Every urban board of school trustees shall hold its first meeting in each year on the third Wednesday in January, at the hour of seven o'clock in the afternoon, or at such other hour and place on the same day as may have been fixed by resolution of the former board.

President at first meeting. (2) At such meeting the secretary of the board shall preside at the election of chairman, or, if there be no secretary, the members present shall appoint one of themselves to preside at such election, and the member so appointed to preside may vote as a member.

Casting vote. (3) In case of an equality of votes at the election of chairman the member who is assessed as a ratepayer for the largest sum on the last revised assessment roll shall have a second or casting vote in addition to his vote as a member.

Quorum of school boards, etc. (4) A majority of the members of the board shall be necessary to form a quorum, at any meeting and the vote of the majority of such quorum shall be necessary to bind the corporation. R. S. O. 1897, c. 292, s. 61.

## DUTIES OF TRUSTEES.

Duties of Board. **65.** It shall be the duty of the trustees of all public schools and they shall have power :—

Appointment of secretary and others. 1. To appoint a secretary and treasurer or secretary-treasurer, and such committees, officers and servants as they may deem expedient ;

To fix meetings of the board. 2. To fix the time and place of meetings of the board, the mode of calling and conducting them, and of keeping a true and correct account of the proceedings of such meetings, and to transmit to the Minister of Education all returns and reports required by the Education Department ;

To provide adequate accommodation. 3. To provide adequate accommodation for all the children between the ages of five and sixteen years, resident in the municipality (in the case of rural schools for two-thirds of such children resident in the section) as ascertained by the census taken by the municipal council for the next preceding year ; Provided that in computing such residents the children of persons on whose behalf a separate school has been established under *The Separate Schools Act* shall not be included.

Rev. Stat. c. 294.

To provide school premises, apparatus, prize books and library. 4. To purchase or rent school sites or premises, and to build repair, furnish, and keep in order the schoolhouses, furniture, fences and all other school property ; to keep the well, closets and premises, generally in a proper sanitary condition ; to procure registers, maps, globes, apparatus, and, if they deem it



it expedient, procure prize books and establish and maintain school libraries ;

5. To determine the number, grade, territorial boundaries and description of schools to be opened and maintained ; the teachers to be employed ; the terms on which they are to be employed, and their remuneration and rank (whether principals or assistants) ; and, as they may deem expedient, to establish kindergartens and classes for industrial training and instruction in needle work and domestic economy ;

To determine number of schools, etc.

6. To dismiss from the school any pupil who is adjudged so refractory by the trustees and the teacher that his presence in school is deemed injurious to the other pupils, and, where practicable, to remove such pupil to an industrial school ;

Dismissal of refractory pupils.

7. To collect, at their discretion, from the parents or guardians of the pupils attending school a sum not exceeding twenty cents per month, per pupil, to defray the cost of text-books, and other school supplies ; or to purchase for the use of pupils text-books and other school supplies at the expense of the corporation ;

Trustees may collect a fee from parents, for books, etc.

8. To exempt, in their discretion, from the payment of school rates, wholly or in part, any indigent persons (notice of such exemption to be given by the trustees to the clerk of the municipality, on or before the first day of August) and where deemed necessary to provide for the children of such persons text-books and other school supplies at the expense of the corporation ;

Exemption of indigent persons from school rates.

9. To submit to the municipal council, on or before the first day of August, or at such time as may be required by the municipal council, an estimate of the expenses of the schools under their charge for the current year ;

To lay before council estimates for moneys.

10. To provide (in the case of rural schools) for the payment of teachers' salaries quarterly and, if necessary, to borrow on their promissory note, under the seal of the corporation, at interest not exceeding six per cent. per annum, such moneys as may be required for that purpose, until the taxes imposed therefor are collected ;

Payment of teachers' salaries.

11. To submit in the case of urban municipalities all accounts, books and vouchers to be audited by the municipal auditors, (whose duty it shall be to audit the same) and to publish as soon as the audit is made in one or more of the public newspapers, or otherwise, an abstract of the annual report of the auditors, with such findings and recommendations as the auditors deem expedient ;

To publish auditors' report.

12. To take possession of all property which has been acquired or given for public school purposes, and to hold the same according to the terms on which it was acquired or received ; and to dispose, by sale or otherwise, of any school site or property

Custody and disposal of school property.

property not required in consequence of a change of site, or other cause; to convey the same under their corporate seal, and to apply the proceeds thereof to their lawful school purposes or as directed by this Act;

Supplement-  
ing superan-  
nuation allow-  
ances.

13. To supplement out of school funds, at their pleasure, any allowance payable under this Act to superannuated teachers. R. S. O. 1897, c. 292, s. 62.

Trustees act-  
ing under by-  
laws not  
liable.

66. Trustees shall not be liable to any prosecution, or the payment of any damages, for acting under any by-law of a municipal council before it has been quashed. In case a by-law, order or resolution of a municipal council is illegal, in whole or in part, and in case anything has been done under it, which by reason of the illegality gives any person a right of action, no such action shall be brought until one month has elapsed after the by-law, order or resolution has been quashed or repealed, nor until one month's notice in writing of the intention to bring such action has been given to the corporation. Every such action shall be brought against the municipal corporation alone, and not against any person acting under the by-law, order or resolution. R. S. O. 1897, c. 292, s. 63.

Employing  
teachers in  
charitable  
institutions.

67. The trustees of cities when so requested by any charitable organization having in charge children of school age shall have power to employ teachers for such children, and to furnish for their use all school supplies if they deem it expedient, and such children shall be considered public school pupils and shall be subject to this Act. R. S. O. 1897, c. 292, s. 64.

School sites.

68. Every urban school board shall have power to take and acquire land for a school site or for enlarging school premises already held. In the event of any dispute between the owner of the land selected and the trustees, with regard to the price of such land, sections 35 to 40 of this Act shall apply. R. S. O. 1897, c. 292, s. 65; 62 V. (2) c. 36, s. 9.

Grants to  
promote  
athletics.

69. Every urban school board shall have power to expend such sums as they may deem expedient, not exceeding \$200 in any one year, in promoting and encouraging gymnastics and other athletic exercises. 63 V. c. 53, s. 1.

#### TOWNSHIP ASSESSMENTS.

Amount to be  
levied by  
township  
council for  
school  
purposes.

70.—(1) The municipal council of every township shall levy and collect by assessment, upon the taxable property of the public school supporters of the whole township, in the manner provided by this Act, and by the Municipal and Assessment Acts, the sum of \$150 at least for every public school which has been kept open the whole year exclusive of vacations

tions. Where the school has been kept open for six months or over, a proportionate amount of the said sum of \$150 at least shall be levied and collected by assessment upon the taxable property of the whole township. An additional sum of \$100 at least shall be levied and collected in a similar manner for every assistant teacher engaged for the whole year, and a proportionate amount if such assistant teacher was engaged for six months or over.

(2) In the case of union school sections the municipal council of each municipality of which the union school section is composed shall levy and collect upon the taxable property of the respective municipalities the said sum in the proportion fixed by the equalization provided under section 54 of this Act. This section shall not apply to union sections formed between townships and urban municipalities. R. S. O. 1897, c. 292 s. 66.

**71.**—(1) The council of every municipality shall levy and collect upon the taxable property of the municipality (or of the sections in the case of rural schools), in the manner provided in this Act, and in the Municipal and Assessment Acts, such sums as may be required by the trustees for school purposes ; and shall pay the same to the treasurer of the public school board from time to time as may be required by the board for teachers' salaries and other expenses. In the case of rural schools, all moneys collected shall be paid to the secretary-treasurer of the section on or before the 15th of December.

Councils to  
levy sums  
required by  
trustees.

(2) The council of every municipality may, in addition to any requisition of the public school trustees, raise by assessment such other sums as it may deem expedient for the establishment and maintenance of a school library, or for aiding new or weak schools or continuation classes within such municipality, or for the support of model schools, or for supplementing teachers' salaries or retiring allowances.

Establish-  
ment of  
libraries.

(3) Every municipal council shall have power, and it shall be their duty to correct any errors or omissions that may have been made within the three years next preceding such correction in the collection of any school rate duly imposed or intended so to be, to the end that no property shall escape from its proper proportion of the rate and that no property shall be compelled to pay more than its proper proportion of such rate. R. S. O. 1897, c. 292, s. 67.

Correction of  
errors in col-  
lection of  
rates in pre-  
vious years

(4) The municipal corporation of every township shall have power to apportion by by-law, among the public school sections in the township, the principal or interest of any investments held by the corporation for public school purposes according to the salaries paid the teachers engaged by the respective school sections during the past year, or according to the average attendance of pupils at each school section during the same period, as may be deemed expedient. 62 V. (2) c. 11 s. 29.

Apportion-  
ment of  
school money  
by township  
councils.



Return shewing rating of separate school supporters.

**72.** It shall be the duty of the clerk of every township :—

Separate school amounts to be deducted.

1. To transmit not later than the first day of December in each year to the county school inspector a list of the supporters of separate schools against whom any county rate for public school purposes has been placed upon the collector's roll shewing the amount so rated against each and the total amount so rated. The county inspector shall, before issuing his order for the payment of the county grant to the public school sections, deduct therefrom the amount so certified to him by the clerk of such municipality, and shall give the trustees of the separate school section an order on the township treasurer for the amount thereof, and it shall be the duty of such treasurer to pay over the same ;

Clerk to give copy of assessment to inspector.

Statement to be furnished to board by clerk.

2. To give to the public school inspector when requested by him, a statement of the assessed value of each school section as shewn by the revised assessment roll for the year, and at the request of any board of trustees to furnish the board with a statement shewing the several parcels or lots of land composing the school section for which they are trustees, the assessment of each parcel or lot and the amount of taxes entered on the collector's roll against each parcel of such lands, and the population of each school section between the ages of five and sixteen years. The cost of preparing the latter statement shall be paid by the board of trustees applying for the same. R.S.O. 1897, c. 292, s. 68.

Clerks to make returns of population.

**73.** It shall be the duty of the clerk of every county to make a return to the Minister of Education showing the population of each minor municipality within the county, and of the clerk of every city and of every town separated from a county to make a return showing the population of such city or town, as shown by their respective assessment rolls for the previous year, said returns to be made on or before the first day of April in each year. R.S.O. 1897, c. 292, s. 69.

#### DEBENTURES IN RURAL SECTIONS.

Township school debentures.

**74.**—(1) On the application of any board of rural school trustees for the issue of debentures for the purchase of a school site for the erection of a schoolhouse, or any addition thereto, or for the purchase or erection of a teacher's residence, the municipal council of the township shall pass a by-law for the said purpose, and shall forthwith issue debentures to be repayable out of the taxable property of the school section concerned in such annual amount as they may deem expedient, provided always the proposal for such loan has been submitted by the trustees to and sanctioned at a special meeting of the ratepayers of the section, called for the purpose.

(2) All applications for a loan, for the purposes herein mentioned, shall be made by the trustees of a union school section to the council of the municipality within which the school house or site of such union section is situated, and all debentures for the payment of such loan shall be issued by such municipality. Any other municipality or municipalities forming part of the union school section shall pay, on the requisition of the clerk of the municipality by which the debentures were issued, as they come due, its or their share of the loan, including interest, according to its or their liability for school purposes, as determined by section 54 of this Act.

Applications for loans to be made to, and debentures issued by council.

(3) Notwithstanding any alteration which may be made in the boundaries of any school section, the taxable property situated in the school section at the time when such loan was effected, shall continue to be liable for the rate which may be levied by the township council for the repayment of the loan.

Liability for loan.

(4) The expenses of preparing and publishing any by-laws or debentures, and all other expenses incident thereto, shall be paid by the school section on whose behalf such debentures were issued, and the amount of such expenses may be deducted from any school rates collected by the municipal council for such school section. R.S.O. 1897, c. 292, s. 70.

Expenses of publishing by-laws.

**75.**—(1) The trustees of any rural school may require the council to raise, by one yearly rate, such sums as may be necessary for the purchase of a schoolhouse or site, or the erection of a schoolhouse or teacher's residence.

Application to council for school moneys.

(2) No municipal council shall levy or collect during any one year more than one school rate except for the purchase of a school site, or for the erection of a schoolhouse. R.S.O. 1897, c. 292, s. 71.

Council not to levy more than one rate except in certain cases.

#### DEBENTURES IN URBAN MUNICIPALITIES.

**76.**—(1) The municipal council of any urban municipality may, on the application of the board of public school trustees, pass a by-law for any of the purposes mentioned in the two preceding sections. Where the municipal council refuses to raise or borrow the sum required, then the question shall be submitted by the municipal council, if requested by the board of trustees, to the vote of the electors qualified to vote under *The Municipal Act* for the creating of debts, who are supporters of public schools, in the manner therein provided, and on the assent of such electors being obtained the council shall raise or borrow such sum.

Submission of question to vote of electors.

Rev. Stat. c. 223.

(2) Debentures issued for school purposes may be in the form "A" given by this Act, and for such term of years and for such amount as the council sees fit, not exceeding thirty years, or the municipal council may, in its discretion make the principal and interest of such debt repayable by annual or other instalments, in the manner provided in *The Municipal Act*.

Form and term of debenture.

(3)

Rev. Stat.  
c. 223.

(3) Application for the issue of debentures for school purposes by the trustees of urban municipalities to which part of an adjoining township is attached shall be subject to the provisions of this section. R.S.O. 1897, c. 292, s. 72.

Exemption by  
by-law not to  
affect liability  
for school  
rates.

**77.** No by-law passed by any municipality after the 14th day of April, 1892, for exempting any portion of the rateable property of a municipality from taxation in whole or in part shall be held or construed to exempt such property from school rates of any kind whatsoever. R.S.O. 1897, c. 292, s. 73.

School cor-  
porations may  
borrow sur-  
plus moneys.

**78.** Any school corporation may, with the consent of the ratepayers first had and obtained at a special meeting duly called for that purpose, by resolution authorize the borrowing from any municipal corporation of any surplus moneys derived from the Ontario Municipalities Fund, or from any other source, for such term and at such rate of interest as may be set forth in such resolution, for the purpose of purchasing a school site, or erecting a schoolhouse; and any sum so borrowed shall be applied to that purpose, and to that only. R. S. O. 1897, c. 292, s. 74.

#### TREASURERS OF SCHOOL MONEYS.

Sub-treasur-  
ers of school  
moneys.

**79.—(1)** For all school purposes township treasurers shall be considered sub-treasurers of the county treasurer, provided always that the county council may by by-law constitute the county treasurer, the sub-treasurer for municipalities not separated from the county. The treasurer or secretary-treasurer of the school board of each city or town separated from the county shall receive the government grants apportioned to the city or town and shall hold the same for school purposes subject to the order of the board of trustees.

Treasurer and  
sureties,—  
responsible to  
municipality.

(2) The treasurer and sub-treasurer and their sureties shall be accountable for school moneys to the county city or town (as the case may be), and any bond or security given by them for duly accounting for and paying over moneys coming into their hands, belonging to the county, city or town, shall apply to all school moneys, and may be enforced against the treasurer or his sureties, in case of default on his or their part.

Bonds to  
apply to school  
moneys, etc.

(3) The bond of the treasurer and his sureties shall apply to school moneys, and all public moneys of the Province, and, in case of any default, His Majesty may enforce the responsibility of the county, city or town, either by stopping a like amount out of any public moneys payable to the county, city, or town, or to the treasurer thereof or by action against the corporation.

City, etc.,  
responsible for  
default of  
treasurer, etc.

(4) Any person aggrieved by the default of the municipal treasurer may recover from the corporation of any county, city or town, the amount due or payable to such person as money had and received to his use. R. S. O. 1897, c. 292, s. 75.



## DUTIES OF TEACHERS.

**80.** It shall be the duty of every teacher of a public school,

To teach according to law, preserve discipline, etc.

1. To teach diligently and faithfully all the subjects in the public school course of study; to maintain proper order and discipline in the school; to encourage the pupils in the pursuit of learning; to inculcate by precept and example, respect for religion and the principles of Christian morality, and the highest regard for truth, justice, love of country, humanity, benevolence, sobriety, industry, frugality, purity, temperance and all other virtues;

2. To use the English language in the instruction of the school and in all communications with the pupils in regard to discipline and the management of the school, except where impracticable by reason of the pupil not understanding English. Recitations requiring the use of a text-book may be conducted in the language of the text-book;

Use of English language.

3. To see that the schoolhouse is ready for the reception of pupils at least fifteen minutes before the time of opening in the morning and five minutes before the time of opening in the afternoon, to call the roll every day according to the register prescribed by the Education Department; to enter in the visitors' book visits made to the school; to give the inspector, trustees and visitors access, at all times, to the register and visitors' book; and to deliver the register, the schoolhouse key and other school property in his possession to the corporation employing him on demand, or when his agreement with such corporation has expired;

Duties in and about the school-house, registers, etc.

4. To classify the pupils strictly according to the course of study prescribed by the Education Department; to conduct the school according to a time-table accessible to pupils and visitors; to prevent the use by pupils of unauthorized text-books; to attend regularly the teachers' institutes in the inspectorial division; to notify the trustees and inspector of absence from school, through illness or other unavoidable cause; and to make at the end of each school term, and subject to revision by the inspector such promotions from one class or form to another as he may deem expedient;

Classification of scholars, and conduct of classes.

5. To hold during each half year a public examination of the school, and to give due notice thereof to the trustees, to any school visitors who reside in the school section, and through the pupils, to their parents or guardians, and to hold such other examinations as may be required by the inspector for the promotion of pupils, or for any other purpose as the inspector may direct;

Examinations.

6. To furnish the Minister of Education, or the school inspector with any information which it may be in his power to give respecting the condition of the school premises, the discipline of the school, the progress of the pupils or any other

Information for department.

matter affecting the interests of the school, and to prepare such reports of the corporation employing him as are required by the Education Department;

Care of health of scholars, preservation of school property.

7. To give assiduous attention to the health and comfort of the pupils, to the cleanliness, temperature and ventilation of the school-rooms, to the care of all maps, apparatus and other school property, to the preservation of shade trees and the orderly arrangement of the playgrounds, and to report promptly to the trustees and municipal health officer the appearance of any infectious or contagious disease in the school, or the unsanitary condition of outhouses and surroundings;

Infectious diseases among pupils.

8. To refuse admission to the school of any pupil affected with, or exposed to smallpox, scarlatina, diphtheria, whooping cough, measles, mumps, or other contagious disease until furnished with a certificate of a physician or of a health officer to the effect that all danger from exposure to contact with such pupil has passed away;

Disciplinary powers.

9. To suspend any pupil guilty of persistent truancy, violent opposition to authority, habitual neglect of duty, the use of profane or improper language or conduct injurious to the moral tone of the school, and to notify the parent or guardian of the pupil, and the trustees, of such suspension. The parent or guardian of any pupil suspended may appeal against the action of the teacher to the trustees, who shall have power to consider such appeal and remove, confirm or modify such suspension. R. S. O. 1897, c. 292, s. 76.

#### AGREEMENTS.

Valid agreements with teachers.

**§1.**—(1) All agreements between trustees and teachers shall be in writing, signed by the parties thereto, and shall be sealed with the seal of the corporation.

Suspension of certificate for breach of agreement.

(2) Any teacher who wilfully neglects or refuses to carry out his agreement, shall, on the complaint of the trustees, be liable to the suspension of his certificate by the inspector under whose jurisdiction he may be for the time being.

Qualified teacher defined.

(3) No person engaged to teach a public school shall be deemed a qualified teacher who does not at the time of entering into an agreement with the trustees, and during the whole period of such agreement, hold a legal certificate of qualification.

Proportion of salary to which teacher entitled.

(4) Any teacher who enters into an agreement with a board of trustees for one year, and who serves under such agreement for three months or over, shall be entitled to be paid his salary in the proportion which the number of days during which he has taught bears to the whole number of teaching days in the year.

Case of sickness.

(5) Every teacher shall be entitled to his salary during sickness, certified by a physician, for a period not exceeding four weeks

weeks for the entire year; this period may be increased at the pleasure of the trustees.

(6) If at the expiration of a teacher's agreement with a board of trustees his salary has not been paid in full, the salary shall continue to run at the rate mentioned in the agreement until paid, provided always that an action shall be commenced within three months after the salary is due and payable by the trustees.

Protection of teachers in regard to salary.

(7) All matters of difference between trustees and teachers, in regard to salary or other remuneration under a valid agreement, shall, whatever may be the amount in question, be brought in the Division Court of the division where the cause of action arose, subject to appeal, as provided by this Act. R. S. O. 1897, c. 292, s. 77.

Provision in case of difference between teacher and trustees.

#### TEACHERS' CERTIFICATES.

82. (1) Any person a subject of His Majesty, who is not less than eighteen years of age, of good moral character and who passes the examinations prescribed by the Education Department, may be awarded a first, second or third-class certificate according to the standards required by such examination.

Three classes of certificates.

(2) Subject to any regulations of the Education Department with regard to experience in actual teaching, certificates of the first and second class shall be valid during good conduct; certificates of the third class shall be valid for a period of three years. Every third-class certificate shall have the signature of at least one public school inspector.

First, second and third-class certificates.

(3) The inspectors of the territorial districts, or any county board of examiners, may issue certificates valid only within the district of such inspector, or the jurisdiction of the county board, for a term not exceeding three years, subject to the regulations of the Education Department.

District certificates.

(4) Certificates granted before the fifteenth day of February, in the year 1871, shall remain in force on the terms of the Act under which they were granted.

Former certificates continued.

(5) First-class certificates issued under any Act of this Province before the fifteenth day of February, 1871, and valid on the 24th day of March, 1874, shall be valid in the Province during the good conduct of the holder thereof.

First-class valid.

(6) Second-class certificates issued and valid as aforesaid, shall, when the holders, thereof, have taught for ten years in Ontario, be valid during good conduct within the territory in which they were granted.

Second-class valid.

(7) The inspector may suspend the certificate of any teacher under his jurisdiction for inefficiency, misconduct, or a violation of this Act or of the regulations of the Education Department. In every case of suspension, he shall notify

Suspension of certificate for misconduct, etc.



notify in writing the trustees concerned, and the teacher, of the reasons for such suspension.

Meeting of  
county board,  
consideration  
of suspension.

(8) The inspector shall forthwith call a meeting of the county board of examiners for the consideration of such suspension, of which due notice shall be given to the teacher so suspended, and the decision of the board shall be final. R. S. O. 1897, c. 292, s. 78.

#### COUNTY BOARDS OF EXAMINERS.

To examine  
teachers and  
give certi-  
ficates.

**83.**—(1) The municipal council of each county shall appoint annually a board of examiners, consisting of the inspector or inspectors having jurisdiction within the county, including the inspector or inspectors of the county town or of any town separated from the county or any part thereof, and not more than two other persons holding first-class certificates of qualification, for the purpose of examining candidates for teachers' third class certificates and for such other purposes as are prescribed by this Act. The members so appointed shall continue in office till their successors are appointed, and shall hold at least one examination each year. A majority of the board shall form a quorum.

Additional  
examiners.

(2) Where deemed necessary from the general use of the French or German language, the county council may appoint additional examiners, not exceeding two, for the purpose of conducting the examination of candidates for a teachers' certificate in either of the languages aforesaid.

Expenses of  
examination.

(3) The treasurer of the county shall, on the requisition of the chairman of the board, pay all the incidental expenses of the examination of third-class teachers. He shall also, on a like requisition, pay each member of the board the sum of \$4 per diem and travelling expenses while engaged as examiner.

Fees of exami-  
ner in investi-  
gating stand-  
ing of teacher.

(4) Every member of a county board of examiners while engaged in conducting an investigation affecting the standing of any teacher within the jurisdiction of the board shall be paid the sum of \$4 per diem and travelling expenses by the treasurer of the county.

None but  
teachers to be  
examiners.

(5) After the passing of this Act no person shall be appointed a member of a county board of examiners who is not actually engaged in teaching and who has not had at least three years' experience as a teacher in a public or separate school. R.S.O. 1897, c. 292, s. 79 ; 62 V. (2) c. 36, s. 10.

#### COUNTY MODEL SCHOOLS.

One school in  
each county to  
be set apart as  
county model  
school.

**84.**—(1) The board of examiners of every county may, subject to the regulations of the Education Department, set apart at least one public school in each county as a county model school for the training of teachers for third-class certificates.

(2) Where more model schools than one have been established in any county and where the whole number of teachers in training for the two preceding years at such schools has not exceeded twenty-five, the county board of examiners may, with the approval of the Education Department, discontinue one or more of such schools, but not so as to reduce the number below that required by this Act. When model schools may be discontinued.

(3) The municipal council of every county shall pay to the treasurer of each public school within the county to which a model school is attached an amount at least equal to the sum voted by the Legislative Assembly for each county model school, but the amount to be provided by the county council shall not be less than the sum of \$150 annually, and the council may, if it sees fit, provide a larger amount of aid. Aid to county model schools.

(4) The board of trustees of any city may set apart one or more of such city schools for the training of third-class teachers, subject to the regulations of the Education Department. R.S.O. 1897, c. 292, s. 80. Setting apart school for training third class teachers.

#### TEACHERS' INSTITUTES.

**85.**—(1) The teachers of one or more inspectoral districts may organize themselves into a Teachers' Institute for the purpose of receiving instruction in methods of teaching and for discussing educational matters, subject to the regulations of the Education Department. Organization of teachers' institutes.

(2) The Minister of Education may apportion out of any moneys voted by the Legislative Assembly for that purpose the sum of \$25 to each teachers' institute organized and conducted according to the regulations of the Education Department, and the municipal council of each county or city shall pay annually to the order of the president of each teachers' institute within the county or city a sum at least equal to the amount so apportioned by the Minister of Education. R.S.O. 1897, c. 292, s. 81. Aid to teachers' institutes.

#### INSPECTORS.

**86.**—(1) No person shall be appointed inspector of public schools in any county, city, or town who does not hold an inspector's certificate of qualification, as prescribed by the regulations of the Education Department, and no inspector shall, during his tenure of office, engage in, or hold any other employment, or calling, which interferes with the full discharge of his duties as inspector. Qualification for appointment as inspector.

(2) The board of trustees of every city and town separated from the county shall appoint an inspector of public schools for such city or town. When the teachers engaged by the trustees of any city exceed three hundred in number the board shall appoint two inspectors, and likewise an additional inspector When more than one inspector to be appointed.

inspector for every three hundred teachers on the staff above six hundred.

Number of inspectors.

(3) The municipal council of every county shall appoint an inspector for such county, provided always that any inspector appointed hereafter for a county or part of a county, shall be the inspector of the schools of any town not separated from the county in the district to which he has been appointed.

Jurisdiction of inspectors.

(4) No county inspector hereafter appointed shall have charge of more than one hundred and twenty schools or less than fifty, but it shall not be necessary to appoint more than one inspector in each electoral division of a county.

French or German.

(5) In counties containing any municipality wherein the French or German language is the common or prevailing language, an inspector may have charge of any number of schools not less than forty.

Counties may appoint additional inspectors and change inspectors.

(6) In counties where there are more than fifty public schools, the county council may appoint two or more inspectors, and prescribe and number the territorial divisions of each, and change or remove the inspectors from one division of the county to another.

Warden may supply vacancies in the office of inspector.

(7) In the event of a vacancy occurring in the office of county inspector, the warden of the county may appoint any person legally qualified to fill such vacancy until the next ensuing meeting of the county council. Notice of such appointment or of any appointments by the county council shall be given to the Minister of Education forthwith.

Remuneration of county inspector.

(8) The county council shall pay quarterly to every county inspector at the rate annually of \$5 for every teacher occupying a separate room with a separate register, and, in addition, reasonable travelling expenses, such expenses to be determined by the county council.

Payment of inspector's salary in towns not separated.

(9) When the public school board of any town not separated from the county has before the passing of this Act appointed an inspector, other than the county inspector within whose district such town is situated, the county treasurer, on demand, shall pay to the order of such board a sum of money equal to the amount collected within such town for the payment of the salary of the county inspector.

Grants in aid of inspector's salary.

(10) The sum of \$5 for every teacher occupying a separate room with a separate register, shall be paid out of any sum of money appropriated by the Legislature for that purpose as the Lieutenant-Governor in Council may direct towards the salary of the county inspector and a similar sum to the school board of any city or town separated from the county, towards the payment of the salary of the inspector of the city or town.

Inspector to swear wit-

(11) In cases where any inspector requires the testimony of witnesses to the truth of any fact alleged in any complaint or appeal



appeal made to him or to the Minister of Education or the Education Department, it shall be lawful for such inspector to administer an oath to such witnesses, or to require their solemn affirmation before receiving their testimony.

nesses in certain cases.

(12) Any public school inspector shall, in case of misconduct or inefficiency, be subject to dismissal by the Lieutenant-Governor in Council, or by a majority of the members of the council or board of trustees appointing him, or without cause by a vote of two-thirds of such council or board, and no such inspector shall be re-appointed without the concurrence of the party who dismissed him.

Conditions of dismissal of inspector.

(13) The municipal council of every county and the public school board of every city shall have power to appoint an assistant inspector in every county or city where the inspector, by reason of age or infirmity, has become incapacitated for fully discharging the duties of his office, and in such cases it shall be lawful for the municipal or school corporation concerned to apply towards the payment of the salary of such assistant a portion of the grant made by the county council or city towards the inspection of schools, or to supplement the same by further grants, as may be deemed expedient. R.S.O. 1897, c. 292, s. 82; 62 V. (2) c. 36, s. 11.

Appointment of assistant inspectors in counties and cities.

87. It shall be the duty of every public school inspector :—

Duties of inspectors.

1. To visit every public school within his jurisdiction once in each term, unless otherwise directed by the county council or board of trustees by which he was appointed; to deliver from time to time, public lectures in his district on some subject connected with public school education; to call a special meeting of the section when deemed expedient and to see that every school is conducted according to this Act and the regulations of the Department;

To visit each school once a term.

2. To examine into the condition of the school, as respects the progress of the pupils in learning, the order and discipline observed, the system of instruction pursued, the mode of keeping the school registers, the average attendance of pupils, the character and sanitary condition of the buildings and premises, and to give such advice to the teachers, pupils and officers of the school as he may consider proper;

Examine the state of the school.

3. To withhold his order for the amount apportioned from the legislative or municipal grant,

To withhold order for grant in certain cases.

(a) Where any school was kept open for less than six months in the year, or

(b) Where the trustees fail to transmit the annual or semi-annual school returns properly filled up, or

(c) Where the trustees fail to comply with this Act or the regulations of the Education Department, or

(d) Where the teacher uses, or permits to be used, as a text-book

book any book not authorized by the Education Department; and in every case to report to the trustees and to the Education Department his reasons for so doing;

Report of health officer.

4. To report to the trustees and to the medical health officer of the municipality in which the school house is situated, in every case in which the school premises or buildings are found to be in an unsanitary condition and to withhold the school grants in all such cases until he receives a certificate from such health officer or board of health that the provisions of *The Public Health Act* have been duly complied with;

Rev. Stat. c. 248.

To give information and report to Minister.

5. To give when desired any information in his power to the Minister of Education, respecting any matter in connection with a public school within his jurisdiction, and to prepare and transmit to the Minister of Education, on or before the first day of March, an annual report in the form prescribed by the Education Department;

May give temporary certificates to teachers.

6. To give, at his discretion, any candidate, on due examination, a certificate of qualification to teach a school within his district until the next ensuing professional examination of teachers; and to discharge such other duties as may be required by the Minister of Education, the county council or the board of trustees by which he was appointed;

Deliver up papers on retiring from office.

7. To deliver over to his successor, on retiring from office, copies of his official correspondence, and all school papers in his custody, on the order of the county council or public school board appointing him. R. S. O. 1897, c. 292, s. 83.

#### ALLOWANCE TO ARBITRATORS AND INSPECTORS.

Costs of arbitration.

88. Arbitrators, in making their award, shall, among other things, determine the liabilities of the parties concerned for the costs of the arbitration, and such determination shall be final and conclusive. R. S. O. 1897, c. 292, s. 84.

Allowance to arbitrators.

89. Any person engaged as arbitrator on any matter arising under this Act shall be paid the sum of \$4 per diem and travelling expenses. R. S. O. 1897, c. 292, s. 85.

Allowance to inspectors in certain cases.

90. Where any complaint is made to an inspector with regard to any matter affecting the validity of the election of a public school trustee, or the procedure of a school meeting, requiring the taking of evidence where the cause of complaint arose, the trustees of the school section concerned shall pay the inspector while conducting such investigation the sum of \$4 per diem and travelling expenses. R. S. O. 1897, c. 292, s. 86.

#### SUPERANNUATION.

Superannuation fund.

91. Every teacher or inspector whose name is entered as having paid into the fund for superannuated teachers, may continue

continue to contribute to such fund in such manner as may be prescribed by the Education Department, the sum of at least \$4 annually, but no payment of arrears to the fund shall be allowed after the 30th day of March, 1886. R. S. O. 1897, c. 292, s. 87.

**92.**—(1) On the decease of any teacher or inspector, his wife, her husband, or legal representative, shall be entitled to receive back the amount paid into the superannuation fund by such teacher or inspector, with interest at the rate of seven per cent. per annum.

Repayment to wife, etc., of deceased teacher.

(2) No teacher or inspector who has reached the age of sixty years shall be held to be disqualified from superannuation by reason of his having retired from active service before reaching the age of sixty, provided that such teacher or inspector has served for a period of thirty years, and that no payment shall be made to such teacher or inspector until he has reached the age of sixty. R. S. O. 1897, c. 292, s. 88; 63 V. c. 53, s. 3.

**93.**—(1) Every teacher or inspector who, while engaged in his profession, contributes to the superannuated teachers' fund as provided by this Act, shall on reaching the age of sixty years, if he retires from the profession receive an annual allowance at the rate of \$6 per annum, for every year of service in Ontario, upon furnishing evidence of good moral character, age, and length of service.

Right of teacher to retire on reaching sixty years of age.

(2) Every teacher or inspector, under sixty years of age who has contributed as aforesaid, and who is disabled from practising his profession, shall be entitled to a like annual allowance upon furnishing evidence as to length of service, moral character, and disability.

Teachers under sixty.

(3) Every superannuated teacher who holds a first or second class provincial certificate, or a first-class county board certificate, and every principal of a high school or collegiate institute shall be entitled to receive a further allowance at the rate of \$1 per annum for every year of service while he held such certificate, or while he acted as principal of a high school or collegiate institute.

\$1 per annum extra to certain teachers.

(4) The retiring allowance shall cease at the close of the year of the death of the recipient, and may be discontinued at any time should the teacher's moral character be unsatisfactory to the Education Department.

Proviso in regard to good moral character.

(5) If any superannuated teacher or inspector shall, with the consent of the Education Department, resume the profession of teaching or inspecting, his allowance shall be suspended during the time of his being so engaged. In case such teacher or inspector is again placed on the superannuation list an allowance for the additional time of service shall be made on compliance with this Act, and the regulations of the Education Department.

Teacher resuming profession.

Again retiring.



Forfeiture of claims.

(6) Any teacher or inspector who, having resumed his profession, draws or continues to draw upon the superannuation fund for any part of his allowance as a superannuated teacher, shall forfeit all claim to the fund, and his name shall be struck off the list of superannuated teachers.

Teachers not availing themselves of Act.

(7) In the case of those teachers or inspectors who may not avail themselves of the provisions of section 87 or subsection 8 of this section of this Act, the provisions of sections 87 to 89 inclusive shall apply so far as relates to all sums of money already paid into the fund for superannuated teachers.

Repayment to contributors.

(8) Any teacher who retires from the profession, or any teacher or inspector who desires to remove his name from the list of contributors to the superannuated teachers' fund, shall be entitled to receive back from the Minister of Education one half of any sums paid by him or her to the fund, through the public school inspector, or otherwise. R. S. O. 1897, c. 292, s. 89.

Retiring allowances to teachers.

94. Where any teacher retires after serving for 20 years or longer the board of trustees may grant him an annual allowance not exceeding the salary which he was receiving at the time of retirement, or may in lieu of such allowance make a grant to such teacher by way of gratuity of such sum as will represent the present value of an allowance aforesaid for his life computed on the basis of interest at the rate of four per cent. per annum. 63 V. c. 53, s. 2.

#### NON-RESIDENT PUPILS.

Admission of non-resident pupils.

95.—(1) The trustees of every public school shall admit to their school any non-resident pupils who reside nearer such school than the school in their own section, providing always the inspector reports the accommodation of the school room sufficient for the admission of such pupils. In case of dispute as to the distance from the school, the decision of the inspector shall be final.

Fees of non-resident pupils.

(2) The parents or guardians of such non-resident children shall pay to the trustees of the school to which their children have been admitted such fees monthly as may be mutually agreed upon, provided such fees, together with the taxes paid to such school (if any), do not exceed the average cost of the instruction of the pupils of such school.

A resident of one section sending his children to another section.

(3) Any person residing in one school section, and sending his children to a neighbouring school, shall be liable for the payment of all rates assessed on his taxable property for the school purposes of the section in which he resides, but it shall be lawful for any board of trustees to remit the fees paid to the trustees of the neighbouring section.

Attendance of children of non-residents.

(4) Where the property of a non-resident is assessed for an amount equal to the average assessment of residents the children

children of such non-resident shall be admitted to the public school of the section on the same terms and conditions as the children of residents.

(5) When the children attending a neighbouring section are three miles or more distant in a direct line from the school-house in the section to which they belong, the trustees of the section in which such children are resident shall remit as much of the taxes chargeable upon the parents or guardians of such children, for school purposes, as would be at least equal to the fees paid to such neighbouring section. Remission of school tax where certain fees paid.

(6) In case a county council establishes a house of refuge in any county any person of school age maintained in such house of refuge shall for the purposes of this Act be deemed a non-resident, and the county council shall pay to the trustees of the school attended by such person or persons such monthly fees as may be mutually agreed upon, provided such fees do not exceed the average cost of the instruction of the pupils of such school. R.S.O. 1897, c. 292, s. 90. Pupils in house of refuge.

#### HOLIDAYS.

**96.**—(1) The public school teaching year shall consist of two terms: in rural schools the first term shall begin on the third Monday of August, and end on the 22nd day of December; the second term shall begin on the 3rd day of January, and end on the 30th day of June. Holidays in rural schools.

(2) In urban municipalities the first term shall begin on the first day of September, and end on the 22nd day of December; the second term shall begin on the 3rd day of January, and end on the 30th day of June. In urban schools.

(3) Every Saturday, every public holiday, the week following Easter Sunday, and every day proclaimed a holiday by the authorities of the municipality in which the teacher is engaged shall be a holiday in public schools. Saturdays and other holidays.

(4) In the territorial districts and in the Provisional County of Haliburton the trustees of any rural school may allot the time herein allowed for holidays at Easter and midsummer to suit the convenience of pupils and teachers, provided always that the same number of holidays be allowed and in periods of the same duration as herein set forth. R.S.O. 1897 c. 292, s. 91. In territorial districts.

#### AUTHORIZED BOOKS.

**97.**—(1) Any authorized text-book in actual use in any public or model school may be changed by the teacher of such school for any other authorized text-book in the same subject on the written approval of the trustees and the inspector, provided always such change is made at the beginning of a school term, and at least six months after such approval has been given. Change of text-book.

(2) In case any teacher negligently or wilfully permits any unauthorized text-book to be used by the pupils of his school, Substitution of unauthorized text-books.

school, he shall for each such offence, on conviction thereof before a Police Magistrate or Justice of the Peace, be liable to a penalty payable to the municipality for public school purposes, not exceeding \$10, together with costs, as the Police Magistrate or Justice may think fit. R.S.O. 1897, c. 292, s. 92.

#### APPEALS FROM DIVISION COURT DECISIONS.

Appeals from  
Division  
Courts.

98. (1) The Judge of any Division Court wherein any action between teachers, inspectors, trustees, or others acting under this Act, or *The High Schools Act*, is tried, may, at the request of either party, order the entering of judgment to be delayed for a sufficient time to enable such party to apply to the Minister of Education to appeal the case.

Minister may  
appeal to  
High Court.

(2) The Minister may, within one month after the rendering of judgment in any such case, appeal from the decision of the Division Court Judge to a Divisional Court of the High Court of Justice, by serving notice in writing of such appeal upon the clerk of the Division Court appealed from, which appeal shall be entitled "The Minister of Education for Ontario, Appellant, in the matter between (A. B. and C. D.)" But nothing herein contained shall be held to interfere with the right of any of the parties to the action to exercise the ordinary right of appeal.

Judges to send  
papers to  
High Court.

(3) The Judge whose decision is thus appealed from, shall thereupon certify under his hand, to the Central Office of the High Court at Toronto, the summons and statement of claim and other proceedings in the case, together with the evidence and his own judgment thereon, and all objections made thereto. After notice of appeal has been served as hereinafter provided no further proceedings shall be had in such case until the matter of appeal has been decided by the High Court.

No further  
proceedings  
to be taken  
after notice  
of appeal.

Judge to  
certify pro-  
ceedings to  
the Minister.

(4) On the Judge receiving a notice of appeal from his decision (under the authority of this Act), he shall thereupon certify under his hand, to the Minister of Education, the summons and statement of claim and other proceedings in the case, together with the evidence and his own judgment thereon, and all objections thereto. The High Court shall give such order or decision to the court below, touching the judgment to be given in the matter, as the circumstances of the case require. Upon receipt of such order, direction and certificate, the Judge of the Division Court shall forthwith proceed in accordance therewith.

Order of  
Court.

Proceedings  
in division  
court when  
appeal  
decided.

Costs.

(5) The Court may also in its discretion award costs against the appellant, which costs shall be certified to and form part of the judgment of the court below. All costs awarded against an appellant, and all costs incurred by him, may be paid by the Minister, and charged as contingent expenses of his office. R.S.O. 1897 c. 292, s. 93.



## SCHOOL VISITORS.

**99.**—(1) Judges, members of the Legislature, members of county councils, and aldermen shall be school visitors in the municipalities where they respectively reside. All clergymen shall be school visitors in the municipalities where they have pastoral charge. Public school visitors defined.

(2) School visitors may visit public schools as in this Act provided. They may also attend the examination of schools, and at the time of any such visit, may examine the progress of the pupils, and the state and management of the school, and give such advice to the teacher and pupils, and any others present, as they deem expedient. R.S.O. 1897 c. 292, s. 94. Authority to visit public schools.

## PENALTIES AND PROHIBITIONS.

**100.** If any township clerk neglects or refuses to prepare and furnish the map of the school sections of his municipality as required by this Act, or if he neglects for one month to make any return required by this Act, he shall be liable to a penalty not exceeding \$10, to be recovered before a Justice of the Peace, for the school purposes of his municipality, at the instance of any ratepayer thereof. R.S.O. 1897 c. 292, s. 95. Clerk neglecting or refusing to perform duties.

**101.** Any person who wilfully makes a false declaration of his right to vote at any school meeting or election of school trustees shall be liable to a penalty of not less than \$5 nor more than \$10 to be sued for and recovered with costs before a Justice of the Peace, by the public school trustees of the city, town, village, or school section, for its use. R.S.O. 1897 c. 292, s. 96. Also declaration as to right to vote.

**102.** Any public school trustee who refuses to serve after being duly elected shall be liable to a penalty of \$5, and any person elected as a school trustee who attends any meetings of the school board as such, after being disqualified under this Act, shall be liable to a penalty of \$20 for every meeting so attended. R.S.O. 1897 c. 292, s. 97. Disqualified persons acting as trustees.

**103.** No public school trustee shall be eligible to appointment as public school inspector, or teacher, within the section of which he is a trustee; nor shall the teacher of any public, high, or separate school hold the office of public school trustee, nor shall an inspector be a teacher or trustee of any public, high or separate school while he holds the office of inspector. R.S.O. 1897 c. 292, s. 98. Trustees not to hold certain offices.

**104.** Any trustee who is convicted of any felony or misdemeanour, or becomes insane, or absents himself from the meetings of the board for three consecutive months, without being authorized by resolution entered upon its minutes, or ceases to be an actual resident within the school section for which he is

a trustee, shall *ipso facto* vacate his seat and the remaining trustee or trustees shall declare his seat vacant and forthwith order a new election. R.S.O. 1897 c. 292, s. 99.

Seat vacated  
by interest in  
contract with  
corporation.

**105.** Any trustee who has any pecuniary interest, profit or promise or expected benefit in, or from any contract, agreement or engagement, either in his own name, or in the name of another, with the corporation of which he is a member, or who receives, or expects to receive any compensation for any work, engagement, employment or duty, on behalf of such corporation, shall *ipso facto* vacate his seat, and every such contract, agreement, engagement or promise shall be null and void, and on the complaint of two ratepayers of the section or of the remaining trustee or trustees, the County Judge may declare the seat vacant, and forthwith order a new election, provided always that it shall be lawful for the trustees of any rural school section to allow the secretary or secretary-treasurer such compensation for his services, for the purposes specified in this Act, as may be approved at the annual meeting of the ratepayers and duly entered in the minutes.

Provided further that any journalist or the publisher of any periodical, who may be elected public school trustee, shall not by reason of the publication of any advertisement in the regular course of business in any newspaper or periodical of which such trustee is proprietor, or in which he is the holder of any shares or stock, be deemed to be disqualified to serve as school trustee. R.S.O. 1897, c. 292, s. 100; 62 V. (2) c. 36, s. 16.

Newspaper  
proprietors  
inserting  
official adver-  
tisements not  
disqualified  
from sitting  
in boards, etc.

**106.** No person shall be disqualified from being elected a member of any public school board, or from sitting and voting in such board by reason only of his being proprietor of or otherwise interested in a newspaper or other periodical publication in which from time to time official advertisements are inserted by the board which appear in other newspapers or publications in the school district, or which is subscribed for by the board or by any of the departments or offices of the school district, although such advertisements or subscriptions are paid for at the usual rate out of the moneys of the school board, but this shall not apply to any person who has entered into an agreement or contract with a school board to do at a specified rate all or the greater part of the printing required by such board during the term of such agreement or contract, but such member of school board shall not be entitled to vote where his own account is in question. 62 V. (2) c. 11, s. 22.

Penalty for  
not calling  
school meet-  
ings.

**107.** In case any annual or other rural school meeting has not been held for want of the proper notice, every trustee or other person whose duty it was to give the notice, shall forfeit the sum of \$5 to be sued for and recovered before a Justice of the Peace, by any resident inhabitant in the rural school section, for the use thereof. R.S.O. 1897, c. 292, s. 101.

**108.** Any person who wilfully disturbs, interrupts, or disquiets the proceedings of any school meeting authorized to be held by this Act, or anyone who wilfully interrupts or disquiets any public school established and conducted under its authority, or other school, by rude or indecent behaviour, or by making a noise either within the place or where such school is kept or held, or so near thereto as to disturb the order of exercises of the school, shall, for each offence, on conviction thereof before a Justice of the Peace, on the oath of one credible witness, forfeit and pay for public school purposes to the school section, city, town, or village within which the offence was committed, a sum not exceeding \$20 together with the costs of the conviction, as the said Justice may think fit. R.S.O. 1897, c. 292, s. 102.

Penalty for disturbing a school or school meeting.

**109.** Every person elected as trustee who has not refused to accept the office, and who at any time refuses or neglects to perform its duties, shall forfeit the sum of \$20 to be sued for and recovered before a Justice of the Peace, by the trustees, or any person whomsoever for the purposes of such trustees. R.S.O. 1897, c. 292, s. 103.

Penalty for refusing to perform duties.

**110.** Any trustee or public school corporation who wilfully neglects or refuses to exercise all the corporate powers vested in them by this Act, for the fulfilment of any contract or agreement made by them, shall be held to be personally responsible for the fulfilment of such contract or agreement. R.S.O. 1897, c. 292, s. 104.

Penalty for refusing to exercise corporate powers.

**111.** Any chairman who neglects to transmit to the county inspector a minute of the proceedings of any annual or other rural school section meeting over which he has presided, within ten days after the holding of such meeting shall be liable, on the complaint of any ratepayer, to a fine of not more than \$5 to be recovered as provided by this Act. R.S.O. 1897 c. 292, s. 105.

Penalty on chairman for neglect.

**112.** If any trustees refuse or neglect to take proper security from the secretary-treasurer, or other person to whom they entrust school moneys, they shall be held personally responsible for the moneys. R.S.O. 1897, c. 292, s. 106.

Liability for neglect to take security.

**113.** If any part of the public school fund or moneys is embezzled or lost, through the dishonesty or faithlessness of any trustee, secretary-treasurer, or other person to whom it has been entrusted, and proper security against the loss has not been taken, the person or persons whose duty it was to have exacted the security shall be personally responsible for the sums so embezzled or lost; and such sums may be recovered from him or them by the person entitled to receive the same, by action in any court having jurisdiction to the amount, or by information at the suit of the Crown. R.S.O. 1897, c. 292, s. 107.

Responsibility in case of lost school moneys.



Penalty on secretary-treasurer, or trustee for refusing to account.

**114.** No secretary-treasurer appointed by the school trustees of any school section, and no person having been such secretary-treasurer, and no trustee or other person who may have in his possession any books, papers, chattels, or moneys, which came into his possession as such secretary-treasurer, trustee or otherwise, shall wrongfully withhold, or neglect or refuse to deliver up, or account for, and pay over the same or any part thereof to the person, and in the manner directed by the school corporation then in office, or by other competent authority; and such withholding, neglect or refusal to deliver up or account for, shall be punishable, as provided in the three following sections of this Act. R.S.O. 1897, c. 292, s. 108.

Mode of proceeding.

**115.** Upon application to the Judge of the County Court, by a majority of the trustees, or by any two ratepayers of the section supported by their affidavit made before some Justice of the Peace, of such wrongful withholding or refusal, the Judge shall make an order that such secretary-treasurer, or person having been such secretary-treasurer or trustee, or other person, do appear before him at a time and place to be appointed in the order.

Service of order.

(2) Any bailiff of a Division Court, upon being required by the Judge, shall serve the order personally on the person complained against, or leave the same with a grown-up person at his residence.

Judge to issue order.

(3) At the time and place so appointed, the Judge being satisfied that service has been made, shall, in a summary manner, and whether the person complained of does or does not appear, hear the complaint, and if he is of opinion that the complaint is well founded, the Judge shall order the person complained of to deliver up, account for, and pay over the books, papers, chattels, or moneys as aforesaid, by a certain day to be named by the Judge in the order, together with such reasonable costs incurred in making the application as the Judge may tax.

Effects of non-compliance with judge's order.

(4) In the event of non-compliance with the terms specified in such order, or any of them, the Judge shall order the said person to be forthwith arrested by the sheriff of any county in which he may be found, and to be committed to the common gaol of his county, there to remain without bail until the Judge is satisfied that the person has delivered up, accounted for, or paid over the books, papers, chattels or moneys in question, in the manner directed by the majority of the trustees, or other competent authority as aforesaid; upon proof of his having so done, the Judge shall make an order for his discharge, and he shall be discharged accordingly.

Other remedy not affected.

(5) No such proceedings shall impair or affect any other remedy which the said trustees, or other competent authority, may have against the secretary-treasurer, or person having been such secretary-treasurer or his sureties, or against any trustee or other person as aforesaid. R.S.O. 1897, c. 292, s. 109.

**116.** The trustees, or their secretary-treasurer in their behalf, shall not refuse to furnish the auditors of any accounts of the school corporation, or either of them, with any papers or information in their power, which may be required of them relative to their school accounts, and for any contravention of this section upon prosecution therefor by either of the auditors, or any ratepayer, shall be liable to a penalty of \$20. R.S.O. 1897, c. 292, s. 110.

Penalty on trustees refusing information, etc., to auditor.

**117.** In case the trustees of any rural school section neglect to transmit to the county inspector, on or before the 15th day of January in every year, a correct and verified statement of the average attendance of pupils in each of the schools under their charge during the twelve months then immediately preceding, then the school section shall not be entitled to the apportionment from the school fund for the said twelve months, and the trustees so neglecting shall be personally responsible for the amount of the loss of such apportionment. R.S.O. 1897, c. 292, s. 111.

Penalty for neglect to send half-yearly returns.

**118.** In case the trustees of any school section neglect to prepare and forward the aforesaid annual report to their county inspector by the 15th day of January in every year, each of them shall, for every week after such 15th day of January, and until such report has been prepared and presented, forfeit the sum of \$5 to be sued for by the county inspector, and collected and applied in the manner provided for by this Act. R.S.O. 1897, c. 292, s. 112.

Penalty for delaying yearly report.

**119.—(1)** If any trustee of a public school knowingly signs a false report, or if any teacher of a public school keeps a false school register, or makes a false return, with the view of obtaining a larger sum than the just proportion of school moneys coming to such school, or for any other improper purpose, the trustee or teacher shall, for every offence, forfeit to the public school fund of the municipality the sum of \$20 for which any person whatever may prosecute him before a Justice of the Peace, and the trustee or teacher may be convicted on the oath of one credible witness other than the prosecutor.

Penalty for false school reports and registers.

**(2)** If upon conviction, the penalty is not forthwith paid, the same shall, under the warrant of the Justice, be levied with costs by distress and sale of the goods and chattels of the offender, and shall be paid by the Justice to the public school board. R.S.O. 1897, c. 292, s. 113.

Recovery by distress.

**120.** The trustees of every school section shall be personally responsible for the amount of any school moneys forfeited by or lost to the school section in consequence of the neglect of duty of the trustees during their continuance in office. The amount thus forfeited or lost shall be collected and applied in the manner provided for by this Act. R.S.O. 1897, c. 292, s. 114

Trustees personally responsible for moneys lost.

## GENERAL PROHIBITIONS.

No inspector, trustee, teacher, etc., to act as agent for the sale of books, maps, etc.

**121.**—(1) No teacher, trustee, inspector, or other person officially connected with the Education Department, the normal, model, public, or high schools or collegiate institutes, shall become or act as agent for any person or persons to sell, or in any way to promote the sale for such person or persons, of any school, library, prize or text-book, map, chart, school apparatus, furniture or stationery, or shall receive compensation or other remuneration or equivalent for such sale, or for the promotion of sale in any way whatsoever.

Refusal to give up key, etc.

(2) Any teacher who refuses to give up to the school trustees possession of any visitor's book, school register, schoolhouse key or any other school property in his possession shall not be deemed a qualified teacher until restitution is made, and shall also forfeit any claim which he may have against the said trustees. R.S.O. 1897, c. 292, s. 115.

## HOW FINES AND PENALTIES MAY BE RECOVERED.

How penalties under this Act shall be recoverable.

**122.**—(1) Unless it is in this Act otherwise provided, all fines, penalties, and forfeitures recoverable by summary proceedings, may be sued for, recovered, and enforced with costs, by and before any Police Magistrate or Justice of the Peace having jurisdiction within the municipality in which such fine or penalty has been incurred.

(2) If the fine or penalty and costs are not forthwith paid, the same shall, by and under the warrant of the convicting Justice, be enforced, levied and collected with costs, by distress and sale of the goods and chattels of the offender, and shall be by the Police Magistrate or Justice paid over to the school treasurer of the school section, city, town, or village, or other party entitled thereto.

(3) In default of such distress, the Police Magistrate or Justice shall, by his warrant, cause the offender to be imprisoned for any time not exceeding thirty days, unless the fine and costs, and the reasonable expenses of endeavouring to collect the same, are sooner paid. R.S.O. 1897, c. 292, s. 116.

## CONFIRMING AND REPEALING CLAUSES.

School lands granted before 1850 vested in trustees for school purposes.

**123.** All lands which previous to the 24th day of July 1850, were granted, devised or otherwise conveyed to any person or persons in trust for common school purposes, and held by such person or persons and their heirs or other successors in the trust, and have been heretofore vested in the public school trustees of the school section or municipality in which such lands are respectively situate, shall continue vested in such trustees, and shall continue to be held by the said trustees and their successors upon the like trusts and subject to the same conditions and estates upon or subject to which the said lands are now respectively held. R.S.O. 1897, c. 292, s. 117.



**124.** The following Acts and parts of Acts of the Legislature of Ontario are hereby repealed. Revised Statutes of Ontario 1897, chapter 292—62 Victoria (Second Session) chapter 11, sections 22 and 29 and chapter 36 so far as the same relate to Public Schools, 63 Victoria, chapter 53.

## FORM A.

(Sections 33, 76.)

## FORM OF SCHOOL DEBENTURE.

## PROVINCE OF ONTARIO.

\$			No.
Debenture of the	of	County of	, for
School Loan.			

The corporation of the \_\_\_\_\_ of \_\_\_\_\_ hereby promises to pay to Bearer at the Bank of \_\_\_\_\_, at \_\_\_\_\_ the sum of \_\_\_\_\_ dollars, in lawful money of Canada, \_\_\_\_\_ year from the date hereof; and to pay interest at the rate of \_\_\_\_\_ per cent. per annum, half yearly, to the Bearer of the annexed coupons respectively, upon the presentation thereof at the said bank.

Issued at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by virtue and under the authority of *The Public Schools Act*, and pursuant to By-law No. \_\_\_\_\_ of said \_\_\_\_\_ of \_\_\_\_\_, passed on the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 19\_\_\_\_, intituled "A By-law to raise by way of loan the sum of \_\_\_\_\_ dollars for the purpose therein mentioned (*or as the case may be*)."

A. B.,

Reeve or Mayor.

C. D.

Treasurer.

## COUPON No. .

The Corporation of the \_\_\_\_\_ of \_\_\_\_\_ will pay the Bearer at the Bank of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, the sum of \_\_\_\_\_ dollars, interest due on that day on Debenture No. \_\_\_\_\_.

C. D.,  
Treasurer.

R.S.O. 1897, c. 292.

## CHAPTER 40.

## An Act respecting High Schools and Collegiate Institutes.

SHORT TITLE, s. 1.	HIGH SCHOOL SITES, ss. 17-30.
INTERPRETATION, s. 2.	PROPERTY VESTED IN TRUSTEES, s. 31, 32.
HIGH SCHOOL CORPORATIONS, s. 3.	MUNICIPAL GRANTS :
UNION OF PUBLIC AND HIGH SCHOOLS, s. 4.	For maintenance, ss. 33-35.
DISSOLUTION OF SCHOOL BOARDS, ss. 5, 6.	For permanent improvements, ss. 36-39.
HIGH SCHOOL DISTRICTS, ss. 7, 8.	HIGH SCHOOL FEES, s. 40.
NEW HIGH SCHOOLS, s. 9.	ENTRANCE EXAMINATION, s. 41.
COURSE OF INSTRUCTION, ss. 10-12.	HIGH SCHOOL TEACHERS, s. 42.
TRUSTEES :	Agreements with, s. 43.
Qualification and appointment, s. 13.	Retiring allowance, s. 44.
Vacancies, s. 14.	TERMS, s. 45.
First meeting, s. 15.	PENALTIES AND PROHIBITIONS, ss. 46-49.
Duties, s. 16.	AUTHORIZED BOOKS, s. 50.

**H**IS MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:—

## GENERAL.

- Short title. 1. This Act may be cited as "*The High Schools Act.*" 59 V. c. 71, s. 1.
- Interpretation. 2. Where the words following occur in this Act they shall be construed in the manner hereinafter mentioned, unless a contrary intention appears ;
- "High Schools." 1. "High Schools" shall include Collegiate Institutes.
- "Municipality." 2. "Municipality" shall mean a city, town, incorporated village or township, but shall not mean a county.
- "County." 3. "County" shall include counties united for municipal purposes.
- District." 4. "District" shall mean the municipalities and parts of municipalities over which the high school board of trustees has jurisdiction as a corporation.

5. "County pupils" shall mean pupils whose parents or guardians reside in the county in which the high school attended by such pupils is situated, but not within the limits of such high school district. "County pupils."

6. "Resident pupils" shall mean pupils whose parents or guardians reside in the district in which the high school attended by such pupils is situated; or whose parents or guardians are assessed for an amount equal to the average assessment of the ratepayers of the district. "Resident pupils."

7. "Non-resident pupils" shall mean pupils whose parents or guardians do not reside in the county, city or town separated from the county in which the high school attended by such pupils is situated. "Non-resident pupils."

8. "Permanent improvements" shall mean such expenditure as may be necessary for the purchase or rental of a residence for the teacher, or for the purchase or rental of a school site and the erection or rental of a school house, or for the enlargement of both or either of them, or for permanently changing the system of heating and ventilation, the erection of fences, outhouses and gymnasium, or for the purchase of school furniture, maps and apparatus, library, and all other appliances required by the Regulations of the Education Department for High Schools. R.S.O. 1897, c. 293, s. 2, 1-8. "Permanent improvements."

9. "Maintenance" shall mean such expenditure as may be necessary for ordinary repairs in the teacher's residence or for the improvement of the grounds attached thereto, and for the salaries of teachers, officers and servants of the board and for conducting the entrance examination prescribed by this Act and for repairs to school buildings, outhouses, gymnasium, and fences and for the improvement of the school grounds, the repair of school furniture, insurance of the school property, and sundry expenses for ordinary school purposes and such annual additions to the library, apparatus, and other school appliances as may be required by the Regulations of the Education Department for High Schools, and shall also include gratuities and retiring allowances granted to teachers. R.S.O. 1897, c. 293, s. 2, 9; 63 V. c. 54, s. 2. "Maintenance."

10. "County Judge" or "Judge" shall mean the senior Judge of the county in which the high school is situated, provided he is not a member of the High School Board and is able to act, but if he is a member of the Board or is unable to act, then the term shall mean the junior County Judge if not a member of the Board and if able to act, but otherwise the term shall mean the Judge of the adjoining county with the largest population according to the last Dominion census. R. S. O. 1897, c. 293, s. 2; 63 V., c. 54, s. 2. "County judge" or "judge."



## HIGH SCHOOL CORPORATIONS.

Trustees to be  
a corporation.

3.—(1) The trustees of every high school district shall be a corporation, by the name of "The—High School Board," (prefixing to the term "High School," or, "Collegiate Institute," the name of the municipality within which such high school or collegiate institute is situated), and shall have and possess all the powers usually enjoyed by corporations, so far as the same are necessary for carrying out the purposes of this Act.

(2) The trustees of every high school shall hold office until their successors are appointed and the new board is organized. R. S. O. 1897, c. 293, s. 3.

## UNION OF PUBLIC AND HIGH SCHOOL BOARDS.

Boards of  
education.

4. (1) The trustees of any public and high school exercising jurisdiction within the same municipality may unite as a board of education for such municipality, on filing with the clerk of the municipality certified copies of resolutions to that effect, passed at meetings of each board called for the purpose of considering such union. The union so agreed upon shall take effect on and after the date fixed by this Act for the first meeting of a board of education, and thereupon all property vested in the respective boards shall become vested in the board of education, and all debts, contracts and agreements for which the respective boards were liable, shall become obligations of the board of education. R. S. O. 1897, c. 293, s. 4 (1).

(2) When a board of education is formed in any municipality in which more high schools than one have been established, all appointments by the municipality to the board of education for high school purposes shall cease from the date of any meeting at which it was agreed to form such board of education until the number of high school representatives appointed by the municipal corporation has been reduced below the number of six trustees, unless there is more than one High School in the municipality, when the number of High School trustees shall be nine, and thereafter appointments shall be made as provided by this Act, so as to secure a complete rotation of trustees every three years. R. S. O. 1897, c. 293, s. 4 (2).

(3) The union of the trustees of any public and high school so united shall form one corporation under the name of "The Board of Education" for the city, town, incorporated village or township of—(as the case may be). Such board shall have the powers of public and high school trustees. A majority of the members shall form a quorum. R. S. O. 1897, c. 293, s. 4 (3).

## DISSOLUTION OF SCHOOL CORPORATIONS.

Dissolution of  
boards.

5. If at any meeting of a board of education called for that purpose a majority of all the members thereof, vote in favour

favour of the dissolution of the board such board shall be dissolved on and after the date fixed by this Act for holding the first meeting of a board of education in each year.

(2) In case any board of education is dissolved, the members of such board of education who were appointed on behalf of the high school shall be the board of trustees for such high school, to hold office for the full term of their appointment or until changed according to this Act. Members of board for high school to be high school trustees.

(3) In the case of such dissolution as aforesaid all school property held by the corporation for high school purposes shall vest in the high school board of trustees, subject to any trust for public school purposes attached thereto; and any other property held or possessed jointly by the corporation before dissolution shall be divided as may be agreed upon by the trustees of the high school and public school respectively at a meeting called for that purpose. If no division is made within six months, then the division shall be made forthwith by the council of the municipality within which the high school is situated. R.S.O. 1897, c. 293, s. 5. Division of property at dissolution.

6. All high school districts and all appointments, agreements, contracts, assessments, and rate-bills, heretofore duly made in relation to high schools existing at the passing of this Act, and all powers and duties connected therewith, shall continue in full force and effect, subject to the provisions of this Act. R.S.O. 1897, c. 293, s. 6. Existing high school organizations continued.

#### HIGH SCHOOL DISTRICTS.

7. Where prior to the first day of January, 1896, the municipal council of any county or of any municipality did by by-law set apart and constitute the county or any portion thereof as a district for high school purposes, the by-law, if not set aside, repealed, or quashed by any lawful authority in that behalf shall, to all intents and for all purposes be considered and taken as valid, legal and binding, and the high school district thereby constituted or intended to be constituted, shall also for all purposes be deemed, and taken as having been lawfully and validly constituted. By-laws setting apart portions of counties for high school purposes.

(2) The county council may, on the petition of any municipal corporation, detach the same or any portion thereof from any high school district formed by by-law of the county council, but any change made in the boundaries of a high school district shall not relieve the taxable property of the district or any portion thereof from rates imposed for the issue of debentures or from any other debts incurred prior to such change. R.S.O. 1897, c. 293, s. 7. Lands not relieved from rates.

8. On the petition of two-thirds of the ratepayers of any municipality or of any portion thereof contiguous to a high school district, or to an incorporated village or town containing purposes. Union of portions of municipalities for high school purposes.

taining less than 3,000 inhabitants, in which a High School has been established, as provided by sub-section 2 of section 9 of this Act, the municipal council of such municipality shall, by by-law, unite the whole, or such portion thereof as is set forth in the said petition, to such high school district for high school purposes, and such union shall take effect on the first day of January next following the lapse of six months after the adoption of such by-law. R. S. O. 1897, c. 293, s. 8 (1); 61 V. c. 34, s. 1.

Withdrawal from union.

(2) On like petition and in like manner any municipality or any portion thereof united as aforesaid, may withdraw from such high school district, but any by-law for such withdrawal shall not come into operation until the first day of January next following the lapse of six months from the passing thereof, and shall not relieve the municipality or any portion thereof from any rates imposed for the issue of debentures or from any other debts incurred while such municipality or part thereof was attached to such high school district.

Certificate of clerk to be evidence as to number of ratepayers.

(3) The certificate of the clerk of the municipality with respect to the number of ratepayers in such municipality, or in that part thereof to which the petition heretofore mentioned is intended to refer, shall be final and conclusive.

Adjustment of assets and liabilities upon union of municipalities.

(4) In all cases in which two municipal corporations are united by proclamation or by any Act of the Legislature, all the assets and liabilities of the school corporations of the minor municipality shall be assumed by the school corporation of the united municipality. R.S.O. 1897, c. 293, s. 8 (2)-(4).

#### NEW HIGH SCHOOLS.

Establishment and discontinuance of high schools.

9. (1) On or before the first day of July in any year, the municipal council of any county may, subject to approval by the Lieutenant-Governor in Council, pass a by-law for the establishment of a new high school in any municipality, containing not fewer than one thousand inhabitants, according to the last municipal census, and the municipal council of any county may in like manner discontinue, at the end of the current calendar year, any high school already established. R. S. O. 1897, c. 293, s. 9 (1).

Formation of districts in special cases.

(2) Where it is proposed to form a high school district to be composed of more municipalities than one, or of an incorporated village or town and part of one or more municipalities within the county, the county council may pass a by-law for the establishment of a high school in any incorporated village, although containing less than one thousand inhabitants, within the proposed district, but such by-law shall not be operative until it is shown to the satisfaction of the Lieutenant-Governor in Council that the municipalities affected have passed by-laws as provided by section 8 of this



this Act, for uniting with such incorporated village so as to constitute a district containing at least 3,000 inhabitants according to the last Dominion census. R. S. O. 1897, c. 293, s. 9 (2); 61 V., c. 34, s. 2.

(3) The municipal council of a city may establish as many high schools in such city as it may deem expedient, subject to the approval of the Lieutenant-Governor in Council. R.S.O. 1897, c. 293, s. 9 (3). In cities.

#### HIGH SCHOOL COURSE OF STUDY.

**10.—(1)** In every high school, instruction shall be given in the higher branches of a practical English and commercial education; the natural sciences, with special reference to agriculture; the elements of mathematics and physics; and the Latin, Greek, French and German languages, so far as to prepare students for matriculation into the University of Toronto. When the Senate of the University prescribes optional courses for matriculation, the trustees of any high school may prescribe the option or options to be taken in such school. Course of instruction in high schools.

(2) Any high school that complies with the regulations of the Education Department with respect to collegiate institutes may be raised to the rank of a collegiate institute by order of the Lieutenant-Governor in Council. R.S.O. 1897, c. 293, s. 10. Collegiate Institutes.

**11.** It shall be lawful for the trustees of any high school to establish classes in military instruction, and in the event of their so doing and appointing a qualified drill instructor, they shall be entitled to receive the sum of \$50 annually out of any money voted by the Legislative Assembly for that purpose, provided the class consists of not less than twenty-five pupils over sixteen years of age and passes such examination and inspection as may be prescribed by the Education Department. R. S. O. 1897, c. 293, s. 11. Military instruction.

**12.—(1)** The council of every municipality may, subject to the regulations of the Education Department, employ one or more persons holding the degree of Bachelor of the Science of Agriculture or a certificate of qualification from the Ontario Agricultural College, to give instruction in agriculture in the high schools of the municipality, and the council shall have power to raise such sums of money as may be necessary to pay the salaries of such instructors and all other expenses connected therewith. Such course of instruction shall include a knowledge of the chemistry of the soil, plant life, drainage, the cultivation of fruit, the beautifying of the farm, and generally all matters which would tend to enhance the value of the products of the farm, the dairy and the garden. Appointment of instructors in agriculture.

(2) The trustees of any high school, or any number of boards of such trustees may severally or jointly engage the services

services of any person qualified as in the preceding section for the purpose of giving similar instruction to the pupils of their respective schools, provided always that such course of instruction shall not supersede the instruction of the teacher in charge of the school, as required by the regulations of the Education Department.

Course to be open to all residents.

(3) As far as practicable, the course of lectures in agriculture by such temporary instructor, shall occupy the last school period of each afternoon and shall be open to all residents of the school section or municipality. 62 V. (2) c. 36, s. 13.

#### TRUSTEES

Qualification of trustee.

**13.**—(1) Any ratepayer 21 years of age residing in the county or municipality in which the high school is situated who is not a member or officer of the municipal council of such municipality or county shall be qualified to serve as a high school trustee, or as a member of a board of education.

Number and appointment of high school trustees.

(2) Every high school corporation shall consist of at least six trustees. In the case of high schools situated in any municipality within the jurisdiction of the county, three of such trustees shall be appointed by the county council, and additional trustees shall be appointed by the municipalities composing the high school district as follows, that is to say:—

(a) Where a high school district is composed of one municipality the municipal council thereof shall appoint three additional trustees; where a high school district is composed of two municipalities, each municipality shall appoint two additional trustees; and where a district is composed of more than two municipalities, each municipality shall appoint one additional trustee. Any portion of a municipality assessed for \$50,000, included in a high school district, shall be considered a municipality for the purposes of this section. In every case one of the trustees appointed by the county council and one trustee in each municipality composing the high school district shall retire each year.

(3) Where a high school district is composed of a county, the county council shall appoint six trustees for such district, two of whom shall retire every year.

(4) In cities and in towns separated from the county, the municipal council thereof shall appoint six trustees for each of the high schools of such city or town; where the high schools in a city do not exceed three in number the municipal council shall appoint six trustees for each high school, and the trustees so appointed shall, with such additional trustees as are authorized by this Act, form one corporation. The municipal council of every city and town shall, by by-law, provide for the annual retirement of so many of the trustees appointed by the council as shall secure a complete rotation every three years. R. S. O 1897, c. 293, s. 12 (1) (4).

(5) Where the trustees of any high school situated in a city or in a town separated from the county, notify the county clerk that such high school is open to county pupils on the same terms as high schools in the municipalities not separated from the county, the county council may, from time to time, appoint three additional trustees of and for such high school so long as the school is open to county pupils on the terms aforesaid; but such trustees in the case of the Board of Education shall not take any part in any of the proceedings affecting the public school, and such high school shall for all the purposes of this Act be considered a county high school. R. S. O. 1897, c. 293, s. 12 (5) amended.

(6) The separate school board of the city, town, or incorporated village in which a high school is situated, may appoint one trustee of and for the high school board or board of education, who shall not be a member of the separate school board and who shall hold office for one year, provided always, in the case of a board of education, that such trustee shall not take part in any of the proceedings affecting the public school.

(7) Except in the case of a board of education, the public school trustees of every city, town, or incorporated village in which a high school is situated, may appoint annually one trustee of and for the high school board, who shall not be a member of the public school board, and who shall hold office for one year. R. S. O. 1897, c. 293, s. 12 (6) (7).

#### *Vacancies on Board.*

14.—(1) Vacancies arising from the annual retirement of trustees shall be filled at the first meeting thereof after being <sup>Vacancies, how filled.</sup> duly organized in each year by the municipal councils or by the boards of trustees empowered under this Act to make the appointments; and vacancies arising from death, resignation, or removal from the high school district or county, or otherwise, shall be filled forthwith by the municipal council or board of trustees having the right of appointment, and the person appointed to fill such vacancy shall hold office only for the unexpired term of the person whose place has become vacant.

(2) Where any town that has been separated from the county for municipal purposes is re-united to the county, the high school trustees appointed by the town council and in office at the time of such union shall continue in office till the expiration of the term for which they were appointed. Vacancies arising from any cause in the representation of the town shall not be filled till the number of trustees has been reduced below the number required by this Act. R.S.O. 1897, c. 293 s. 13.



*First Meeting.*

When first meeting to be held.

**15.—**(1) The first annual meeting of every board of trustees or board of education shall be held at the hour of seven o'clock (or at such hour of the same day as may have been determined by resolution of the former board,) in the afternoon of the first Wednesday of February, or at an earlier date fixed by the board in case all the appointments of trustees have been made.

Organization.

(2) Every first annual meeting of every board of trustees or board of education shall be organized by the election of a chairman who shall be a member of the board, and a secretary and treasurer, or secretary-treasurer.

Quorum.

(3) A majority of the board shall form a quorum. (*New.*)

Secretary to preside at first meeting until chairman elected.

(4) The secretary or secretary-treasurer for the previous year shall preside at the first meeting of the board until the chairman is elected, or if there be no secretary or secretary-treasurer then such member of the board shall preside as may be appointed for that purpose ;

Equality of votes on the election of chairman.

(5) In case of an equality of votes at the election of chairman, the trustee who is assessed for the largest sum on the last revised assessment roll shall have a second or casting vote, in addition to his vote as a member of the board.

Chairman to vote.

(6) The chairman or presiding officer of the board may vote with the other members of the board on all questions, and any question on which there is an equality of votes shall be deemed to be negatived. R.S.O. 1897, c. 293, s. 14 (2)-(4)

*Duties of Trustees.*

Duties of trustees.

**16.** It shall be the duty of every board of trustees and they shall have power :—

Fix meetings of board.

1. To fix the times and places of the board meetings, the mode of calling and conducting them, and of keeping a full and correct account of the proceedings of such meetings ;

Charge of high school.

2. To take charge of the high school for which they have been appointed trustees, to keep the school buildings in proper repair, to provide from time to time suitable furniture and equipment and to see that the grounds and all the property of the corporation are duly protected ;

Collection of fees for tuition.

3. To settle the amount to be paid by parents and guardians for each pupil attending the high school, subject to this Act, to fix the times of payment, and, when necessary, to sue and recover such amounts ; R.S.O. 1897, c. 293, s. 15, (1-3).

4. To give the necessary orders upon the treasurer of the board for the payment of gratuities or retiring allowances of teachers and the salaries of the teachers and other officers and servants of the high school, and for such other expenses for promoting the interests of the high school as may be authorized by the board; and to take such security from the treasurer of the board as they may deem expedient; R.S.O. 1897, c. 293, s. 15, 4; 63 V. c. 54, s. 3.

Orders for salaries and expenses.

5. To apply to the municipal council or councils liable under this Act on or before the 1st day of August, or at such other time as may be required by the municipal council for such sums of money as the board may require for the maintenance of the high school for the twelve months next following the date of such application, exclusive of all fees from pupils and other sources, and of appropriations from the Legislature and municipal council of the county; and for such additional sum as they may deem expedient for permanent improvements for the same period of time not exceeding five hundred dollars;

Application to councils, how made.

6. To expel, on the report of the principal, any pupil whose conduct may be deemed injurious to the welfare of the school, and to expel any pupil whose parents or guardians neglect or refuse to pay the tuition fees of such pupil after reasonable notice;

Expulsion of pupils.

7. To appoint and remove such teachers, officers and servants as they may deem expedient, and to fix their salaries and prescribe their duties; and to see that the high school is conducted according to this Act, and the regulations of the Education Department;

Appointment and removal of teachers.

8. To provide adequate accommodation according to the regulations of the Education Department for all resident pupils, and in the case of high schools receiving aid from the county for county pupils also, subject to section 34 of this Act;

Accommodation for pupils.

9. To certify to the treasurer of the county on or before the first of August in each year, the amount of fees collected from county pupils for the calendar year next preceding;

Certify fees received.

10. To prepare and transmit to the Minister of Education the annual report before the 15th of January, in accordance with forms provided by the Education Department. R.S.O. 1897, c. 293, s. 15 (5)-(10).

Annual report to minister.

#### SITES FOR HIGH SCHOOLS.

17. A high school site shall not be selected in a township within a hundred yards of the garden, orchard, pleasure ground, or dwelling house of the owner without his consent. R.S.O. 1897, c. 293, s. 16.

Selection of site restricted

Enlargement  
of school site.

18. It shall be competent for the trustees to enlarge any existing high school site, as required by the regulations of the Education Department, but no such enlargement shall be made in the direction of, or including an orchard, garden, pleasure ground or dwelling house, without the consent of the owner of the land required, unless the school site cannot be otherwise enlarged. R.S.O. 1897, c. 293, s. 17.

Arbitration in  
case of dis-  
agreement.

19. If the owner of any land selected by the board of trustees of any high school for a site, or for high school purposes or for the enlargement of the high school premises, refuses to sell the same, or demands therefor a price deemed unreasonable by the trustees of such high school, then such owner and trustees shall each forthwith appoint an arbitrator, and the arbitrators thus appointed, together with the senior county judge of the county in which the site in dispute is situated, or in the case of his inability to attend, any person appointed by him on his behalf as third arbitrator, or any two of them, shall appraise the damages for such land. R.S.O. 1897, c. 293, s. 18.

Proceedings  
when owner  
refuses to ap-  
point an arbi-  
trator.

20. If the owner of land selected for a school site, as provided by the preceding section neglects or refuses to appoint an arbitrator, it shall be competent for the County Judge, with the arbitrator appointed by the trustees, to meet and determine the matter; and in such cases the County Judge shall have a second or casting vote, if he and such arbitrator do not agree. R.S.O. 1897, c. 293, s. 19.

Powers of  
arbitrators.

21. The arbitrators aforesaid, or any two of them, shall have the power to settle all claims or rights of incumbrancers, lessees, tenants, or other persons, as well as those of the owner, in respect of the land required for the purpose of the high school site, upon notice in writing to every such claimant, and after hearing and determining his claims or rights, and upon tender of the amount of such damage to the owner or other person entitled thereto, or to any part of such amount, by the trustees, the land shall be taken and used for the purpose aforesaid. R.S.O. 1897, c. 293, s. 20.

Proceedings  
when one  
arbitrator is  
absent.

22. If only a majority of the arbitrators appointed to decide any case arising under the authority of this Act are present at any lawful meeting, in consequence of the neglect or the refusal of the other arbitrators to meet them, it shall be competent for those present to make and publish an award upon the matter or matters submitted to them, or to adjourn the meeting for any period not exceeding ten days, giving the absent arbitrator notice of the adjournment. R.S.O. 1897, c. 293, s. 21.

Award to  
constitute  
title.

23. Any award for a high school site made and published under this Act, if there be no conveyance, shall thereafter be deemed to be the title of the trustees to the land mentioned therein, and shall be a good title thereto against all persons interested in the property in any manner whatsoever, and shall



shall be registered in the proper registry office on the affidavit of the secretary of the board of trustees verifying the same. R.S.O. 1897, c. 293, s. 22.

**24.** The costs of arbitration shall be paid by the parties Costs. concerned in such proportion as may be determined by the arbitrators. R.S.O. 1897, c. 293, s. 23.

**25.** All corporations and persons whatever, tenants in tail or for life, guardians, executors, administrators, and all other trustees whatsoever, not only for and on behalf of themselves, their heirs and successors, but also for and on behalf of those they represent, whether infants, issue unborn, lunatics, idiots, femes-coverts, or other persons, seized possessed of or interested in any land, may contract for, sell or convey all or part thereof to high school trustees for a school site or an addition to the school site, or for a teacher's residence; and any contract, agreement, sale, conveyance and assurance so made shall be valid and effectual to all intents and purposes whatsoever; and the corporations or persons so conveying are hereby indemnified for what they respectively do by virtue of or in pursuance of this Act. Who may convey. R.S.O. 1897, c. 293, s. 24.

**26.** If the owner of land duly selected for the said purpose is absent from the county in which the land lies, or is unknown, the trustees may procure from a sworn surveyor a certificate that he is not interested in the matter; that he knows the land and that some certain sum therein named is, in his opinion, a fair compensation for the same; and on filing the said certificate with the Judge of the County Court of the county in which the land lies, accompanied by an affidavit or affidavits which satisfy the Judge that the owner is absent from the county and that, after diligent inquiry, he cannot be found, the Judge may order a notice to be inserted for such a time as he sees fit in some newspaper published in the county; and he may, in addition thereto, order a notice to be sent to any person by mail, or may direct service of the same to be effected in such other way as he sees fit. Notice in case owner is absent or unknown. R.S.O. 1897, c. 293, s. 25.

**27.** The notice shall contain a short description of the land and a declaration of the readiness of the trustees to pay the sum certified as aforesaid; shall give the name of a person to be appointed as the arbitrator of the trustees if their offer of that sum is not accepted; shall name the time within which the offer is to be accepted, or an arbitrator named by the owner; and shall contain any other particulars which the County Judge may direct. Particulars of notice. R.S.O. 1897, c. 293, s. 26.

**28.** If within such time as the Judge directs, the owner does not notify the trustees of the acceptance of the sum offered by them, or notify to them the name of a person whom he appoints as arbitrator, the Judge shall, on the application of the trustees, appoint a sworn surveyor to be sole arbitrator for determining

Appointment of arbitrator by Judge.

determining the compensation to be paid for the property. R. S.O. 1897, c. 293, s. 27.

Responsibility  
of trustees as  
to compensa-  
tion.

**29.** Where land is taken by the trustees without the consent of the owner, the compensation to be paid therefor shall stand in the stead of the land; and after the trustees have taken possession of land, any claim to, or incumbrance upon the same, or any portion thereof, shall, as against the trustees, be converted into a claim to the compensation or to a proportion thereof, and the trustees shall be responsible accordingly whenever they have paid such compensation or any part thereof to a party not entitled to receive the same, saving always their recourse against such party. R.S.O. 1897, c. 293, s. 28.

Deposit of  
compensation  
money by  
trustees.

**30.** If the trustees have reason to fear any claims or incumbrance, or if any party to whom the compensation or any part thereof is payable refuses to execute the proper conveyance, or if the party entitled to claim the same cannot be found or is unknown to the trustees, or if for any other reason the trustees deem it advisable, they may pay the arbitration and other expenses, and deposit the amount of the compensation with the High Court, or in such other manner as the County Judge may direct, with interest thereon for six months, and may deliver therewith an authentic copy of the conveyance, or of the agreement or award if there be no conveyance; and such agreement or award shall thereafter be deemed to be the title of the trustees to the land therein mentioned, and shall be a good title thereto against all persons interested in the property in any manner whatever, and shall be registered in the proper registry office on an affidavit of the secretary of the board of trustees verifying the same. R.S.O. 1897, c. 293, s. 29.

#### PROPERTY VESTED IN TRUSTEES.

High school  
property  
vested in  
trustees.

**31.—(1)** All property heretofore granted, devised or acquired in any municipality and vested in any person or persons, or corporation, for high school purposes, or which may hereafter be so granted, devised or acquired, shall be deemed and be taken as having vested absolutely in the board of high school trustees, and the board shall have full power to convey, sell, transfer, or lease such property, upon the adoption of a resolution by the board that such property is no longer required for high school purposes, and the proceeds of such sale, transfer or lease shall be applied for the use of such high school.

High school  
trustees may  
sell site.

**(2)** The trustees of any high school district or any board of education may, with the approval of a majority of the municipal council or councils composing the district, and of the Lieutenant-Governor in Council, sell, transfer or lease any site, territory or other property vested in them as a corporation, and after making provision for all debts and liabilities of the corporation, apply the residue of the proceeds of such sale, transfer or lease to

to any purpose that may be approved by the Lieutenant-Governor in Council, and on such sale, transfer or lease and disposition of assets as aforesaid, the Lieutenant-Governor in Council may, by proclamation in the *Ontario Gazette*, declare such corporation dissolved and determined. R. S. O. 1897, c. 293, s. 30.

**32.**—(1) The board of trustees of any high school or collegiate institute, upon receipt of any money bestowed by legacy, gift or otherwise, may agree with the person or persons from whom the same is received for the establishment of a permanent scholarship, provided such sum of money is sufficient when invested at a rate not exceeding four per centum per annum to yield an amount not less than the annual fee charged to pupils at such high school or collegiate institute.

Receiving money for establishment of scholarship.

(2) Such scholarship shall be awarded only to a ratepayer or to a child of a ratepayer of the municipality or municipalities contributing to the maintenance of such high school or collegiate institute.

Scholarships to be given to ratepayers.

(3) The board of trustees of any high school or collegiate institute shall have the right to invest any money received by them through legacy, gift or otherwise, and shall for such purpose have and exercise the powers conferred upon trustees by *The Trustee Investment Act*. 63 V. c. 54, s. 1.

Investment of scholarship fund.

Rev. Stat. c. 130.

#### MUNICIPAL GRANTS FOR MAINTENANCE.

**33.** The municipal council of every county shall on or before the 15th day of December in each year pay for the maintenance of every high school in any town not separated from the county, or in any incorporated village or township within the county, without any abatement because of fees paid by county pupils, an amount equal to the legislative grant apportioned by the Minister of Education for each of such high schools. R.S.O. 1897, c. 293, s. 31.

Aid to high schools from counties.

**34.**—(1) Where the cost of the maintenance of county pupils at any high school exceeds the legislative grant apportioned by the Minister of Education as aforesaid, and of the fees received from county pupils, the county shall, in lieu of the equivalent of the legislative grant, be liable for the maintenance of county pupils in the proportion which the average attendance of county pupils enrolled at such high school during the preceding three years bears to the average attendance of all the pupils enrolled at the same school for the same period of three years. In the case of new high schools the period herein mentioned for which the average attendance is to be reckoned, shall be the number of years for which such school was open, not exceeding three years.

When further grant from county to be made.

(2) In order to ascertain the liability of the county in all such cases the trustees shall submit to the County Judge as referee a detailed statement of the receipts and expenditure of the high school for maintenance for each of the preceding years under consideration, such statement to be

Detailed statements required.



certified by the auditors authorized under this Act to audit high school accounts; and also a statement of the names, residence and attendance of resident, non-resident and county pupils for each year of a like period, such last mentioned statement to be certified by the chairman of the board. The chairman shall also certify as to the amount of the legislative grant and the fees from county pupils received for the time under consideration and the referee shall deduct the amount of such grant from the whole cost of maintenance of each high school, in determining the liability of the county for the maintenance of county pupils as required by the preceding sub-section, and shall give the county credit for the amount received as fees from county pupils as a payment on account of such maintenance.

Disputes as to  
grants to be  
referred to  
county Judge.

(3) The trustees and the county council may by mutual agreement settle annually the amount to be paid by the county for the maintenance of county pupils, but in the event of their inability to agree with respect to such amount either party may refer the matter in dispute to the County Judge, who shall have power to settle the same. Provided that no settlement so made shall contravene the apportionment of county aid as authorized by section 38 of this Act, and any award made by the referee shall be binding on the parties thereto for a period of three years.

Costs of  
reference.

(4) The costs of reference to the County Judge shall be paid by the municipal council of the county and the trustees of the high school concerned, in the proportion which the county pupils bear to all the pupils enrolled in such high school.

Provision for  
maintenance  
of county  
pupils by  
municipality  
outside of the  
high school  
district.

(5) Any municipality not included in a high school district of the county may provide for the payment of its share of the maintenance of county pupils by assessment upon the rate-payers of the municipality. The amount payable in such case shall be in the proportion which the equalized assessment of the municipality bears to the equalized assessment of all the municipalities of the county not included in any high school district. When any rate is levied as aforesaid then

No other rates  
to be levied  
except for  
Government  
grant.

such municipality shall not be liable except as provided in section 36 for any other rates for high school purposes, and all money so collected shall be paid to the county treasurer on or before the 15th of December in each year.

Maintenance  
of county  
pupils in city  
or town high  
school.

(6) Where the trustees of any high school situated in a city or in a town separated from the county notify the county clerk that such high school is open to county pupils on the same terms as high schools in the municipalities not separated from the county, the county council shall in all such cases pay the cost of the maintenance of county pupils at such high schools; and such sum may be settled by mutual agreement, but in case of any dispute the amount shall be settled as hereinbefore provided.

(7) Where any municipality is not under the jurisdiction of the same county council as the high school district to which it is contiguous, the county council having jurisdiction over such municipality may pay to the trustees of the high school attended by the pupils from such municipality for the maintenance of the pupils of such municipality at the same rate as for county pupils. R.S.O. 1897, c. 293, s. 32.

Contiguous municipality in another county

**35.** The municipal council or councils of every high school district shall levy and collect each year from their respective municipalities such sum or sums as the trustees of the high school may deem necessary for the maintenance of the high school in addition to that received from the county council and other sources under this Act, and a further sum, not exceeding five hundred dollars, in any one year, if required by the trustees for permanent improvements, and said sum shall be levied by one uniform rate over the whole district. R.S.O., 1897, c. 293, s. 33 (1).

Councils in high school districts to levy rates.

#### GRANTS FOR PERMANENT IMPROVEMENTS.

**36.** All sums of money required by the trustees of any high school for permanent improvements exceeding five hundred dollars shall be raised by assessment on the ratepayers of the municipality or municipalities composing the high school district, on the application of the board of trustees to the municipal council or councils of the district, made on or before the first of August in each year, and in the event of the municipal council, where the high school district is composed of one municipality, or in the event of a majority of the municipalities composing the high school district approving of such application, the municipality within which the high school is situated shall issue debentures therefor in the manner provided for the issue of municipal debentures under *The Municipal Act*. R.S.O. 1897, c. 293, s. 34.

Grants for improvements exceeding \$500.

Rev. Stat. c. 223.

**37.**—(1) In the case of a high school district composed of one municipality, if the council thereof refuses, or where the high school district is composed of two municipalities, if the council of one municipality refuses, or if a majority of the municipalities composing the high school district refuse to raise or borrow such sum of money aforesaid by debentures, the said council or councils shall, on the request of the trustees, submit such application to the vote of the municipality or municipalities concerned, in the manner provided by *The Municipal Act*, for the creating of debts, and in the event of the assent of a majority of the electors in the high school district qualified to vote upon a by-law for creating debts being thereby obtained, it shall be the duty of the council of the municipality in which the high school is situated to raise or borrow such sum.

Refusal of municipal council to provide funds.

Rev. Stat. c. 223.

(2) Where the high school district is composed of more municipalities than one, the municipal council of each municipality

Equalization of rates.

cipality composing the district shall pay to the council of the municipality in which the high school is situated such proportion of the loan raised for high school purposes as the equalized assessment of each municipality or part thereof belonging to the high school district, bears to the equalized assessment of the whole district. But nothing herein contained shall prevent the municipality within which the high school is situated from assuming the full cost of permanent improvements, or from undertaking to pay any debentures that may be issued for such purpose notwithstanding that such municipality forms only a part of the high school district.

Submission to  
ratepayers.

(3) The municipal council or councils of any high school district, or a majority of them, may, if deemed expedient, without submitting the same to a vote of the ratepayers of the municipality or municipalities comprising the district, as required by *The Municipal Act*, for the creating of debts, pass a by-law or by-laws for the purpose of raising or borrowing money, on the application of the high school board for permanent improvements.

Rev. Stat.  
c. 223.

Term of  
debentures.

(4) Any debenture for any loan of money for school purposes may be for such term of years, not exceeding thirty, as the municipal council may think fit, or the municipal council may in its discretion make the principal of such debt repayable by annual or other instalments, in the manner provided by *The Municipal Act*.

Rev. Stat.  
c. 223.

Exemption by  
by-law not to  
affect liability  
for school  
rates.

(5) No municipal by-law hereafter passed for exempting any portion of the rateable property of a municipality from taxation in whole or in part shall be held or construed to exempt such property from school rates of any kind whatsoever. R.S.O. 1897 c. 293, s. 35.

Assessments  
for maintenance  
or  
permanent  
improvements.

**38.**—(1) The council of any municipality or county may raise by assessment in addition to the sum required to be raised by this Act, such further sums of money as may be deemed expedient by the council for the maintenance or permanent improvement of any high school, provided in the case of counties that the additional sum so raised for high school purposes shall be apportioned among all the high schools of the county in proportion to the liability of the county to each high school.

Rates in  
united count-  
ies may be  
apportioned.

(2) The county council of two or more counties united for municipal purposes may apportion the amount to be levied for high schools so that each county forming such union shall be liable only for the maintenance of the high schools within such county. R.S.O. 1897 c. 293, s. 36.

Permanent  
improvements.

**39.** All moneys which any municipal council of the high school district is authorized to collect under this Act for permanent improvements shall be paid to the treasurer of the high school board on or before the 25th day of December of the year in which application was made by the high school trustees



trustees for such moneys; all moneys which the municipal council is authorized to collect by assessment, or to raise by way of loan, or otherwise, for the maintenance of a high school shall be paid from time to time to the high school treasurer as the board may, by requisition, require. <sup>For maintenance.</sup>

(2) The treasurer of every high school board shall give security to the board appointing him for the due and faithful performance of his duties, and shall submit his accounts to the auditors of the municipality in which the high school is situated, whose duty it shall be to audit such accounts in the same way as the municipal treasurer's accounts are audited. R.S.O. 1897 c. 293, s. 37.

#### HIGH SCHOOL FEES.

**40.**—(1) County pupils shall pay to the treasurer of the high school board such fees as the municipal council of the county may deem expedient, but such fees shall be uniform and shall not exceed one dollar per month. The scale of fees so fixed shall take effect from the beginning of the high school term next ensuing after adoption thereof by the county council, and shall continue in force for three years or for such term as may be agreed upon between the trustees and county council. R.S.O., 1897, c. 293 s. 3 (1). <sup>County pupils.</sup>

(2) County pupils admitted to a high school situated in a city or in a town separated from the county, on the same terms as resident pupils, shall pay to the treasurer of the high school or collegiate institute board the same fees are paid by resident pupils. *New.*

(3) Non-resident pupils shall pay to the treasurer of the high school board such fees as the board of trustees may deem expedient, but such fee shall not be greater than the cost of maintenance at such high school, nor less than the fees imposed by the council on county pupils. <sup>Non-resident pupils.</sup>

(4) Resident pupils shall pay to the treasurer of the high school board such fees as the trustees of the high school may deem expedient. <sup>Resident pupils.</sup>

(5) The council of any municipality not included in a high school district may provide by assessment for the payment of any fees imposed by the county council on county pupils or by the board of trustees on non-resident pupils who reside in such municipality. R.S.O. 1897 c. 293, s. 38. (2)-(4). <sup>Council may pay fees.</sup>

#### ENTRANCE EXAMINATION.

**41.** A uniform entrance examination for the admission of pupils to high schools shall be held annually in every high school district according to such regulations as may be prescribed by the Education Department. Examinations may be held at such other places in every county as shall be recommended by the county council of which notice shall be given to the inspector by the county clerk. <sup>Expenses of examination.</sup>

Board of  
examiners.

(2) Every high school district shall be under one board of examiners. The trustees of the public and separate schools of the city, town or incorporated village in which a high school is situated shall on or before the 1st day of June each appoint an examiner, for the purpose of such examination. The inspector or inspectors of public schools of the inspectoral district within which the high school is situated and the principal of the high school shall be *ex officio* members of such board.

Qualifications  
of examiners.

(3) Any person actually engaged in teaching, who is the holder of a first-class certificate, or any person actually engaged in teaching who is the holder of a second-class provincial certificate and who has had five years' experience as a teacher may be appointed examiner.

Examiners'  
fees.

(4) The board of trustees and the board of examiners may agree upon the sum to be paid annually for the entrance examination of pupils, but in the absence of any agreement, examiners shall be allowed the sum of one dollar per pupil for conducting such examination and this allowance shall include the travelling expenses of the examiners, presiding at the examination, reading and valuing the papers of candidates and reporting the results to the Education Department.

Expenses of  
entrance  
examination.

(5) The board of education or the trustees of the high school district within which the examination is held shall on the requisition of the chairman of the board of examiners pay all the expenses of the examination at such high school, and such expenses shall be deemed to be part of the cost of maintenance of such high school. The travelling and other expenses of the presiding examiners in respect of examinations held at other places shall be paid by the county council.

Rights of  
pupils.

(6) County pupils shall have the right to attend any high school aided by the council of the county in which their parents or guardians reside. Resident pupils shall have the right to attend the high school of the district in which their parents or guardians reside. Non-resident pupils may attend any high school at the discretion of the trustees of such school.  
R.S.O. 1897, c. 293, s. 39.

#### HIGH SCHOOL TEACHERS.

Principals of  
high schools.

42.—(1) No person shall be appointed principal of a high school unless he is a graduate in Arts of some University within the British Dominions, and furnishes satisfactory evidence to the Minister of Education of his knowledge of the science and art of teaching, and of the management and discipline of schools; but any person legally qualified and employed as principal in any high school before the twenty-fourth day of March, 1874, shall be deemed qualified notwithstanding this section.

(2) No person shall be appointed assistant teacher in any high school who does not possess the qualifications required by the Education Department. Assistant teachers.

(3) Every teacher of a high school shall, in the organization, discipline, management and classification of the pupils be subject to the regulations of the Education Department. Teachers.

(4) The provisions of *The Public Schools Act* respecting superannuation shall apply to teachers of high schools. Superannuation. R.S.O. 1897, c. 293, s. 40.

#### AGREEMENTS.

43.—(1) Any teacher of a high school who enters into an agreement with a board of trustees for one year and who serves under such agreement for three months or over, shall be entitled to be paid his salary in the proportion which the number of days during which he has taught bears to the whole number of teaching days in the year. Salary for teaching during part of the year.

(2) Every teacher shall be entitled to his salary during sickness, certified by a physician, for a period not exceeding four weeks for the entire year; this period may be increased at the pleasure of the trustees. Sickness.

(3) Any teacher who enters into an agreement with a board of trustees as teacher, and who wilfully neglects or refuses to carry out such agreement shall, on the complaint of any board of trustees, be liable to the suspension of his certificate by the Education Department. Neglect of duty.

(4) All matters of difference between trustees and teachers of high schools in regard to salary or other remuneration, whatever may be the amount in dispute, shall be decided in the Division Court of the division in which the cause of action arose; provided always that the decision of the court in such cases may be appealed from, as under *The Public Schools Act*. R.S.O. 1897, c. 293, s. 41. Disputes between teachers and trustees.

44. Where any teacher retires, having reached the age of 60 years or after serving for 20 years or longer, the board of trustees may grant him an annual allowance not exceeding the salary which he was receiving at the time of retirement, or may in lieu of such allowance make a grant to such teacher by way of gratuity of such sum as will represent the present value of an allowance aforesaid for his life, computed on the basis of interest at the rate of four per cent. per annum. Retiring allowance to teachers. 63 V. c. 54, s. 4.

#### TERMS.

45. The academic year of every high school shall consist of three terms; the first shall begin on the first day of September and end on the twenty-second day of December; the second term shall begin on the third day of January and end on the Thursday Duration of academic year.



Thursday before Easter Sunday; the third term shall begin on the second Monday after Easter Sunday, and end on the thirtieth day of June. Every Saturday, every public holiday and every day proclaimed a holiday by the council of the municipality in which the high school is situated shall be a holiday in such high school. R.S.O. 1897, c. 293, s. 41.

#### PENALTIES AND PROHIBITIONS.

Trustees  
contracting  
with board.

**46.** No high school trustee shall enter into any contract agreement, engagement or promise of any kind, either in his own name, or in the name of another, and either alone or jointly with another, in which he has any pecuniary interest, profit, or promised or expected benefit, with the corporation of which he is a member, or have any pecuniary claim upon or receive compensation from such corporation for any work, engagement, employment, or duty on behalf of such corporation, and every such contract, agreement, engagement or promise shall be null and void, and such trustee shall also *ipso facto* vacate his seat, and a majority of the other trustees shall declare the same vacant forthwith, and notify the clerk of the municipality, or board of trustees having authority to appoint such trustee accordingly. R.S.O. 1897, c. 293, s. 43.

Newspaper  
proprietors  
inserting  
official adver-  
tisements  
not disquali-  
fied from  
sitting in  
school  
boards, etc.

**47.** No person shall be disqualified from being elected a member of any high school board, or from sitting and voting in such board by reason only of his being proprietor of or otherwise interested in a newspaper or other periodical publication in which from time to time official advertisements are inserted by the council or board which appear in other newspapers or publications in the municipality or school district, or which is subscribed for by the board or by any of the departments or offices of the school district, although such advertisements or subscriptions are paid for at the usual rate out of the moneys of the school board, but this shall not apply to any person who has entered into an agreement or contract with a school board, to do at a specified rate all or the greater part of the printing required by such board during the term of such agreement or contract, but such member of school board shall not be entitled to vote where his own account is in question. 62 V. (2) c. 11, s. 22.

When seat on  
board may be  
declared  
vacant.

**48.** If a trustee of any high school is convicted of any indictable offence, or becomes insane, or absents himself from the meetings of the board for three consecutive months, without being authorized by resolution entered upon its minutes, or ceases to be a resident within the county or municipality for which he is a trustee, such trustee shall *ipso facto* vacate his seat, and the remaining trustees shall direct the secretary of the board to notify the clerk of the county or municipality or board of trustees having authority to appoint such trustee accordingly. R.S.O. 1897, c. 293, s. 44.

**49.** Any person who wilfully interrupts or disquiets any high school established and conducted under the authority of this Act, by rude or indecent behaviour, or by making a noise either within the place where such school is kept or held, or so near thereto as to disturb the order or exercises of the high school shall, for each offence, on conviction thereof before a Police Magistrate or Justice of the Peace, on the affidavit of one credible witness, forfeit and pay for high school purposes to the trustees of the high school district within which the offence was committed, such sum not exceeding \$20 together with the costs of conviction, as the said Police Magistrate or Justice may think fit. R.S.O. 1897, c. 293, s. 45.

Disturbing  
schools.

#### AUTHORIZED BOOKS.

**50.**—(1) No teacher shall use or permit to be used as text-books in a high school any books except such books as are authorized by the Education Department, and no portion of the legislative or municipal grant shall be paid to any high school in which unauthorized books are used.

Text-books.

(2) Any authorized text-book in actual use in any high school may be changed by the teacher of such school for any other authorized text-book in the same subject on the written approval of the trustees, provided always such change is made at the beginning of a school term, and at least six months after such approval has been given.

Change of  
text-books.

(3) In case any teacher or other person negligently or wilfully substitutes any unauthorized text-book in place of any authorized text-book in actual use upon the same subject in his school, he shall for each such offence, be liable on conviction before a Police Magistrate or Justice of the Peace, to a penalty not exceeding \$10, payable to the municipality for high school purposes, together with costs, as the Police Magistrate or Justice may think fit. R.S.O. 1897, c. 293, s. 46.

Teachers sub-  
stituting  
unauthorized  
text-books.

**51.** The following Acts and parts of Acts of the Province of Ontario are hereby repealed:—Revised Statutes of Ontario 1897, c. 293, 61 Victoria chapter 34, 62 Victoria (Second Session) chapter 11, section 22 and chapter 36, section 13 so far as the same relate to High Schools, 63 Victoria chapter 54.

Acts  
Repealed.

## CHAPTER 56.

## An Act respecting Truancy and Compulsory School Attendance.

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows :—

Interpretation.

1. When the words following occur in this Act they shall be construed in the manner hereinafter mentioned, unless a contrary intention appears.

“School.”

(1) “School” shall mean a public, separate or private school, at which instruction is given regularly in reading, spelling, writing, grammar, geography and arithmetic;

“Inspector.”

(2) “Inspector” shall mean an inspector of public or separate schools;

“Principal.”

(3) “Principal” shall mean the head teacher of any public, separate or private school.

Children from 8 to 14 to attend school.

2. All children between eight and fourteen years of age shall attend school for the full term during which the school of the section or municipality in which they reside is open each year, unless excused for the reasons hereinafter mentioned, and if the parents or guardians having legal charge of such children shall fail to send them to school regularly for said full term, or if such children shall absent themselves from school without satisfactory excuse, such parents, guardians and children shall be subject to the provisions and penalties of section 9 of this Act.

Duty of persons with whom children reside.

3. Any person who receives into his house a child of any other person, under the age of fourteen years, and who is resident with him or in his care or legal custody, shall be deemed thereby to be subject to the same duty with respect to the instruction of such child during such residence as a parent, and shall be liable to be proceeded against as in the case of a parent, if he should fail to cause such child to be instructed as required by this Act; but the duty of the parent under this Act shall not thereby be affected or diminished and shall continue in full force.

Exceptions.

4. No parent, guardian or other person shall be liable to any of the penalties of this Act in respect of any child:

(1) If the child is under efficient instruction at home or elsewhere;



(2) If the child is unable to attend school by reason of sickness or other unavoidable cause ;

(3) If there is no school within two miles, measured by the nearest road from such child's residence, if such child is under ten years of age, or within three miles if over this age ;

(4) If there is no accommodation in the school which the child has the right to attend ;

(5) If the child has been excused, as hereinafter provided, from attending school by a Justice of the Peace, or by the principal of the school which such child is entitled to attend ;

(7) If the child has passed the entrance examination for high schools as prescribed by the Education Department.

5.—(1) Subject to the provisions of the preceeding section no child under the age of fourteen years shall be employed by any person during school hours while the public school of the section or municipality in which the child resides is in session, and any person employing any child contrary to the provisions of this section, shall be liable to a penalty of twenty dollars for each offence.

Employment of children during school hours prohibited. Penalty.

(2) Where in the opinion of any Justice of the Peace or of the Principal of the school attended by any child the services of such child are required in husbandry or in urgent and necessary household duties, or for the necessary maintenance of such child or of some person dependent upon him, such Justice of the Peace or Principal may, by certificate setting forth the reasons therefor, relieve such child from attendance at school for any period not exceeding six weeks during each public school term.

When Justice of the Peace or principal may relieve child from attendance.

6. Any child between eight and fourteen years of age, who has been expelled from school for vicious and immoral conduct, may, on the same being proven before the proper court, be sent to an industrial school as the court in its discretion may deem expedient, subject to the provisions of the Act respecting Industrial Schools.

Certain children may be sent to industrial schools. Rev. Stat. c. 234.

7.—(1) The police commissioners, or, in cases where there are no police commissioners, the municipal council of every city, town or incorporated village shall appoint one or more persons to act as truant officers for the enforcement of this Act. The truant officer shall, for the purposes of this Act, be vested with police powers, and shall have authority to enter factories, workshops, stores and all other places where children may be employed, and shall perform such services as may be deemed necessary for the enforcement of this Act ;

Appointment and regulation of truant officers.

(2) In townships the trustees of each school section may appoint a truant officer, who shall have the same power and perform similar duties as truant officers in cities, towns and incorporated villages ;

(3) Any board of police commissioners or any municipal council or board of trustees having authority to appoint a truant officer shall also have authority to make such regulations for his direction in the enforcement of this Act as they may deem expedient, provided such regulations are not inconsistent with any of the provisions of this Act, and are approved by the Education Department ;

(4) Notice of all appointments made under this section shall be given to the inspector or inspectors within whose district such truant officers have jurisdiction and to the trustees of the municipality. Every truant officer shall report annually to the Education Department according to the forms prescribed by the Minister of Education.

8. It shall be the duty of truant officers to examine into all cases of truancy when any such come before their notice, or when requested to do so by the inspector of schools, or by any school trustee, or by any ratepayer, and to warn such truants, their parents or guardians, in writing, of the consequences of truancy if persisted in ; and also to notify the parent, guardian or other person having the charge or control of any child between eight and fourteen years of age when such child is not attending school as required by this Act, and to require such parent, guardian or other person to cause the child to attend some school within five days from said notice.

Conviction  
and penalty  
for violation  
of Act.

9. If the parent, guardian or other person having the legal charge or control of any child shall neglect or refuse to cause such child to attend some school after being notified as herein required (unless such child has been excused from such attendance as provided by this Act), the truant officer shall make, or cause to be made, a complaint against such parent, guardian or other person, before any police magistrate or Justice of the Peace having jurisdiction in the municipality in which the offence occurred, and upon conviction of such refusal or neglect, such parent, guardian, or other person, shall be liable to a fine of not less than five dollars or more than twenty dollars or the court may, in its discretion, require persons so convicted to give bonds in the penal sum of one hundred dollars, with one or more sureties to be approved by said court, conditioned that the persons so convicted shall cause the child or children under their legal charge or control to attend some school within five days thereafter and to remain at school as required by this Act.

Truant officers  
to institute  
proceedings.

10. It shall be the duty of the truant officers appointed under this Act, to institute, or cause to be instituted, proceedings against any parent, guardian or other persons having legal control or charge of any child, or against any corporation, or against any child violating any of the provisions of this Act.

No complaint shall be entertained for any violation of this Act, unless it appears to the satisfaction of the court that the alleged offender was duly warned in writing of the consequences of his offence by the truant officer.

**11.** The assessors of every municipality shall annually, when making their assessment, enter in a book, to be provided by the clerk of the municipality, in the Form A. in the schedule to this Act, the name, age and residence of every child between the age of eight and fourteen years, resident in the municipality, and the name and residence of such child's parent or guardian and return the said book to the clerk of the municipality with the assessment roll for the use of the truant officer.

Assessors to make annual list of children of school age.

**12.** It shall be the duty of the trustees of every school to report to the truant officer of the municipality in which their school is situated, the name, age and residence of all pupils on the school register, who have not attended school as required by this Act, together with such other information as said officer may require, for carrying out the provisions of this Act. Such reports shall be made in the last week of June and December in each year; and it shall be the further duty of the trustees to report forthwith to the truant officer all cases of truancy or expulsion in their respective schools.

Trustees to report to truant officer

**13.** When any of the provisions of this Act are violated by a corporation, proceedings may be had against any of the officers or agents of the corporation, who in any way participate in such violation by the corporation of which they are the officers or agents, and such officers or agents shall be subject to the same penalties as individuals similarly offending.

Violations of Act by corporations.

**14.** Any notice or warning required or authorized to be given by a truant officer, for the purposes of this Act may be given by delivering the same to or at the residence of the person to whom it is to be given, or in the case of a company or corporation by delivering the same, or a true copy thereof, to any agent or person employed by such company or corporation; it may also be given by post by a prepaid letter, and if given by post shall be deemed to have been given and received respectively at the time when the letter containing the same would be delivered in the ordinary course of post, and in proving such sending, it shall be sufficient to prove that it was properly addressed and put into the post; and where it is required to be sent to any company or corporation it shall be deemed to be properly addressed, if addressed to any office or agency of such company or corporation, with the addition of the proper postal address.

Service of notices by truant officers.



Penalty for neglecting to enforce the Act.

**15.** Any person or officer mentioned in this Act, and designated as having certain duties to perform in the enforcement of any of its provisions, neglecting to perform any such duties, shall be liable to a fine of not less than \$25 nor more than \$50 for each and every offence.

Prosecutions.

**16.** All prosecutions under this Act may be brought and heard before any of Her Majesty's justices of the peace in and for the county where the penalty was incurred or the offence was committed or wrong done, and in cities and towns, in which there is a police magistrate, before such police magistrate; and save where otherwise provided by this Act the procedure shall be governed by *The Act respecting Summary Convictions before Justices of the Peace and Appeals to General Sessions*.

Rev. Stat. c. 74.

Convictions not to be quashed for informality.

**17.** A conviction or order made in any matter arising under this Act, either originally or on appeal, shall not be quashed for want of form, and a conviction or order made by a court of summary jurisdiction against which a person is authorized by this Act to appeal, shall not be removed by *certiorari* or otherwise, either at the instance of the Crown or of any private person, into the High Court except for the purpose of the hearing and determination of a special case.

Onus of proof of age of child.

**18.** With respect to proceedings for any offence or penalty under the provisions of this Act, where a child is apparently of the age alleged, for the purpose of such proceeding it shall lie with the defendant to prove that the child is not of such age.

Certain persons not compelled to attend public or separate schools.

**19.** Nothing herein shall be held to require any Roman Catholic to attend a public school or to require a Protestant to attend a Roman Catholic separate school. There shall be no penalty in respect of the absence of any child from school on any day regarded as a holy day by the church or religious denomination to which such child belongs.

Commencement of Act.

**20.** This Act shall not come into force until the 1st day of July, 1891.

## SCHEDULE.

### FORM A.

(Section 11.)

Census of all children between the ages of eight and fourteen in the (city, town, incorporated village or township), (as the case may be) of

Name of Child.	Age.	Parent or Guardian.	Residence.

## CHAPTER 205.

## The Public Health Act.

*(In part.)*

94. Whenever a case of small-pox, cholera, scarlatina, diphtheria, whooping cough, measles, mumps, glanders, or other contagious disease, exists in any house or household belonging to which are persons attending school, the householder shall, within eighteen hours of the time such disease is known to exist, notify the head teacher of such school or schools and also the secretary of the local board of health, of the existence of such disease; and no member of such household shall attend school until a certificate has been obtained from the medical health officer, or legally qualified medical practitioner, that infection no longer exists in the house, and that the sick person, house, clothing and other effects have been disinfected to his satisfaction: and until such certificate shall have been obtained, it shall be the duty of every member of the household, and of the teacher to use all reasonable efforts to prevent the association of members of the said household with other children.

Notice of existence of infectious diseases to be given where persons are attending school.

(2) Whenever the local board of health or any of its officers or members know of the existence in any house of small-pox, cholera, scarlatina, diphtheria, whooping cough, measles, mumps, glanders or other contagious disease, they shall at once notify the head or other master of the school or schools at which any member of the household is in attendance; and should it not be evident that said member has not been exposed to said diseases, or any of them, the teacher must forthwith prevent such further attendance until the several members present a certificate stating that infection no longer exists, as provided in the preceding sub section.

(3) Whenever a teacher in any school has reason to suspect that any pupil has, or that there exists in the home of any pupil any of the above mentioned diseases, he shall be required to notify the medical health officer or, where none such exists, the local board of health, on forms supplied by the school authorities, in order that evidence may be had of the truthfulness of the report; and he shall further be required to prevent the attendance of said pupil or pupils until medical evidence of the falsity of the report has been obtained. 50 V. c. 34, s. 1.

## CHAPTER 206.

## An Act respecting Vaccination and Inoculation.

*(In part.)*

16. It shall be lawful for the trustees of any public, separate or high school, to provide that no children shall be permitted to attend any school without producing a certificate

School trustees may require certificates of vaccination.

of successful vaccination when demanded of him or her by the teacher. 49 V. c. 43, s. 2.

Students of High Schools, etc., may be required to produce certificates of vaccination.

17. In all cases when it is deemed necessary by the medical health officer of any municipality, owing to the presence, or threatened presence of smallpox, he may, with the approval of the local board of health require certificates of successful vaccination, or of insusceptibility on re-vaccination within seven years, of all students of high schools, collegiate institutes, colleges and universities, within the municipality to be presented to the proper authorities of the said institutions, and no student refusing to present such certificate on demand, shall be admitted to further attendance on classes in said institution until such certificate is furnished. 49 V. c. 43, s. 3.

## CHAPTER 52.

### An Act respecting the Use of Tobacco by Minors.

[Assented to 14th April, 1892.]

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Ontario, enacts as follows:—

Supplying tobacco to persons under eighteen.

1. Any person who either directly or indirectly sells or gives, or furnishes to a minor under eighteen years of age, Cigarettes, Cigars or Tobacco in any form, shall on summary conviction thereof before a Justice of the Peace, be subject to a penalty of not less than \$10, or more than \$50, with or without costs of prosecution, or to imprisonment, with or without hard labor, for any term not exceeding thirty days, or to both fine with or without costs and imprisonment to the said amount and for the said term, in the discretion of the convicting Magistrate.

Penalty.

And in case of a fine, or a fine and costs being awarded, and of the same not being upon conviction forthwith paid, the Justice may commit the offender to the Common Gaol, there to be imprisoned for any term not exceeding thirty days, unless the fine and costs are sooner paid.

Where child purchases for parent or guardian.

2. This Act shall not apply to a sale to the minor for his parent or guardian under a written request or order of the parent or guardian.

Presumption as to age.

3. A person who shall appear to the Magistrate to be under eighteen years of age, shall be presumed to be under that age unless it is shewn by evidence that he is in fact over that age.

Commencement of Act.

4. This Act shall go into effect on the first day of July, 1892.



# REGULATIONS

OF THE

## EDUCATION DEPARTMENT

OF THE

### PROVINCE OF ONTARIO.

APPROVED BY THE EDUCATION DEPARTMENT, JUNE, 1901.

#### PUBLIC SCHOOLS.

##### SITES AND SCHOOL HOUSES.

1. The site of every Public School shall admit of easy drainage and shall be accessible by the best highways in the section. Its area shall be not less than half an acre, and if the school population of the section exceeds seventy-five, the area shall be not less than one acre. The grounds shall be levelled and drained, enclosed by a neat and substantial fence and planted with shade trees. The school house shall be placed at least thirty feet from the public highway.

2. There shall be a well or other means for procuring water, so placed and guarded as to be secure against pollution from surface drainage or in any other way. Every rural school shall be provided with a woodshed.

3. The closets for the sexes shall be under different roofs. They shall be separated by a high, close board fence, their entrances screened from observation, and locked after school hours. They shall be properly cleansed and disinfected when necessary, and approached by proper walks from the school house so as to be accessible with comfort at all seasons of the year.

4. Where the average attendance of any section for three years exceeds fifty pupils, a school house with two rooms shall be provided. An additional room and teacher shall be required for each additional fifty pupils in average attendance. Every school house shall afford separate entrances with covered porches and suitable cloak rooms for boys and girls.

5. Every school room shall contain a superficial area of at least twelve square feet, and a cubic content of at least 250 feet for each pupil in average attendance. A uniform temperature throughout the room of at least sixty-seven degrees shall be maintained and provision made for a complete change of atmosphere three times every hour. The windows—both sashes—shall be adjusted by weights and pulleys and provided with suitable blinds. Light, where possible, shall be admitted from the left of the pupil.

### FURNITURE AND EQUIPMENT.

6. Every school house shall be seated with either double or single desks—single desks being preferred. The desks shall be fastened to the floor in rows facing the teacher's platform, with suitable aisles between the rows and with passages at least three feet wide between the outside rows and the walls of the school room. Desks according to the following scale shall be considered as meeting all legal requirements :

Age of pupils.	Seats.			Desks.			
	Height.		Slope of back.	Length.		Width.	Height next pupil.
	Front.	Rear.		Double.	Single.		
Five to eight years.....	11 in.	10½ in.	2 in.	36 in.	18 in.	12 in.	22 in
Eight to ten years .....	12 "	11½ "	2 "	36 "	18 "	12 "	23 "
Ten to thirteen years.....	13 "	12½ "	2½ "	36 "	20 "	13 "	24 "
Thirteen to sixteen years.....	14 "	14½ "	3 "	40 "	22 "	13 "	26 "

7. There shall be one blackboard at least four feet wide, extending across the room in rear of the teacher's desk, with its lower edge not more than two and a half feet above the floor or platform ; and, when possible, there should be an additional blackboard on each side of the room. At the lower edge of each blackboard there should be a trough five inches wide for holding crayons and brushes.

*Note.*—The following directions for making a blackboard may be found useful :—

(a) Where a brick wall is built solid, and also in case of frame buildings, the part to be used for a blackboard should be lined with boards, and the laths for holding the plaster nailed firmly on the boards.

(b) The plaster for the blackboard should be composed largely of plaster of Paris.

(c) Before and after having received the first coat of color it should be thoroughly polished with fine sand paper.

(d) The coloring matter should be laid on with a wide, flat varnish brush.

(e) The liquid coloring should be made as follows:—Dissolve gum shellac in alcohol, four ounces to the quart ; the alcohol should be ninety-five per cent. strong ; the dissolving process will require at least twelve hours. Fine emery flour with enough chrome green or lampblack to give color, should then be added until the mixture has the consistency of thin paint. It may then be applied, in long, even strokes, up and down, the liquid being kept constantly stirred.

8. Every school shall have at least one globe not less than nine inches in diameter, properly mounted; a map of Canada; a map of Ontario; a map of the World and of the Continents; one or more sets of Tablet lessons of Part I. of the First Reader; a standard Dictionary; a Gazetteer; a numeral frame; a suitable supply of crayons and blackboard brushes; an eight-day clock; shelving for baskets; hooks for caps and cloaks; and two chairs in addition to the teacher's chair.

9. The Trustees shall appoint one of their number or some suitable person to keep the school house and premises and all fences, outhouses, walks, windows, desks, maps, blackboards and stoves in proper repair. They shall also provide for whitewashing walls and ceilings if finished in plaster, (or for washing if finished in wood), every year during the summer holidays, and shall employ a caretaker whose duty it shall be to sweep the floors daily, and wash them at least quarterly, and to make fires one hour before the opening of school, from the first of November until the first of May in each year.

10. No public school house or school grounds, unless otherwise provided for in the conveyance to the trustees, shall be used for any other than Public School purposes without the consent of the trustees, and no advertisements shall be posted in any school room or distributed to the pupils unless approved in the same way.

11. The first Friday in May each year shall in rural school sections and in incorporated villages be devoted to the planting of shade trees, the making of flower beds and otherwise beautifying and improving the school grounds. Songs and recitations designed to cultivate greater interest in trees and flowers and in the study of nature shall form part of the exercises of the day.

#### DUTIES OF PUPILS.

12. Every pupil registered in a Public School shall attend punctually and regularly every day of the School year in which his name is so registered. He shall be neat and cleanly in his person and habits, diligent in his studies, kind and courteous to his fellow pupils, obedient and respectful to his teacher, and shall submit to such discipline as would be exercised by a kind, firm and judicious parent.

13. Every pupil on returning to school after absence from any cause, shall give orally or in writing to the teacher, a proper reason for his absence. A pupil may retire from school at any hour during the day at the request, either oral or written, of his parent or guardian. A pupil may be suspended who fails or neglects to provide himself with the text books or other supplies required in his course of study, or to pay the fees imposed for such purpose by the trustees.

14. Every pupil shall be responsible to the teacher for his conduct on the School premises or on the way to or from school, except when accompanied by his parents or guardians or by some person appointed by



them on their behalf. Any pupil who injures or destroys school property or furniture may be suspended until the property or furniture destroyed or injured is made good by the parent or guardian of such pupil.

#### SCHOOL TERMS AND ORGANIZATION.

**15.** Unless otherwise directed by the Trustees, the pupils attending every Public School shall assemble for study at nine o'clock in the forenoon, and shall be dismissed not later than four o'clock in the afternoon. One hour at least shall be allowed for recreation at mid-day, and ten minutes during the forenoon and afternoon terms, but in no case shall the hours of study be less than five hours per day including the recess in the forenoon and afternoon, provided always the Trustees may reduce the hours of study for pupils in the First and Second Forms.

**16.** Pupils not registered in a Day School may attend a Night School from the 1st of October until the 31st of March. The hours of study in the Night School shall not exceed  $2\frac{1}{2}$  hours per Session. Pupils shall not be admitted to a Night School who are under fourteen years of age or who attend school during the day. Night Schools shall be subject to the same regulations as Public Schools with respect to the discipline of pupils, the duties and qualifications of teachers and the use of text-books.

**17.** The course of study for Public Schools shall be taken up in five Forms as hereinafter set forth, and pupils shall be classified by the teacher with respect to their attainments in all the subjects of the Form to which they are assigned or from which they are to be promoted. Pupils who have passed the High School Entrance examination and such other pupils as are considered qualified by the teacher and Inspector shall be entitled in both rural and urban schools to receive instruction in the subjects of the Fifth Form, provided that, in a municipality having a High School if resident pupils of the First Form of the High School are not charged fees it will not be deemed obligatory for the Public School Board to have a Fifth class. The amount of time to be given to any class is to be determined by the teacher, who shall be guided in this matter by the Inspector. Subjects of the course of study marked with an asterisk are optional.

**18.** An optional subject shall be taken only with the consent of the Trustees and the Inspector, and where the teacher is the holder of a First or Second class Certificate and has passed an examination in the option which he undertakes to teach. The Trustees of every rural school shall require Agriculture to be taught in the Fourth and Fifth Forms of the school, and in such cases the Inspector shall report to the Trustees at least annually, the extent of the course taken by the pupils and their standing. Not more than three periods of thirty minutes each shall be given per week to the study of all the optional subjects. In urban schools such instruction may be given in domestic economy and manual training as the trustees deem expedient.

**19.** In school sections where the French or the German language prevails, the Trustees may, in addition to the course of study prescribed for public schools, require instruction to be given in Reading, Grammar and

Composition to such pupils as are directed by their parents or guardians to study either of these languages, and in all such cases the authorized text-books in French or German shall be used. But nothing herein contained shall be construed to mean that any of the text-books prescribed for Public Schools shall be set aside because of the use of the authorized text-books in French and German.

#### CONTINUATION CLASSES.

**20.** Under the provisions of The Public Schools Act, the course of study for Continuation Classes shall include the subjects prescribed for Forms I and II of the High School Course. More advanced work of the High School may be taken up if requested by the Trustees and approved by the Public School Inspector. In Class (a) the Principal must give regular instruction only to pupils of Form V or to those doing higher work. In the other classes, the teachers must have such qualifications as are approved by the Public School Inspector.

**21.**—(1) There will be four grades of Continuation Classes, viz.:—(a) Schools in which the Principal holds a First Class Certificate (unless occupying the position continuously since April, 1899,) and gives regular instruction only to pupils in Form V or to those doing higher work. (b) Schools in which there are at least two teachers, and a class in regular attendance of at least ten pupils who have passed the High School Entrance examination. (c) Schools in which there are at least five; and (d) in which there are at least three, who have passed the High School Entrance examination, and are in regular attendance.

(2) No grant will be paid for Continuation Classes unless the Inspector (who shall examine the statements signed, as hereinafter mentioned, by the Principals and Chairmen of the Boards) reports that the obligatory subjects, whether prescribed for examination purposes or not, have received proper attention. The grant will be paid according to the nature and extent of the work done, and not on the results of examinations. In order that a school may obtain the grant, it will be necessary that the minimum number of pupils be enrolled during each month of the full academic year ending in June.

#### PUBLIC SCHOOL COURSE OF STUDY.

**22.** Subject to any instructions issued by the Minister of Education from time to time, requirements of each Form in the Public School shall be as set forth in Schedule A—Public School Courses of Study.

#### HIGH SCHOOL ENTRANCE EXAMINATIONS.

**23.** At every High School and Collegiate Institute and such other places as may be recommended by the County Council, examinations to be known as High School Entrance examinations to be conducted on the subjects prescribed for the fourth form of Public Schools, shall be held annually. The paper in Arithmetic will include such questions as will specially test the accuracy of the candidates in the simple rules as well as their knowledge of the subject, and the paper in Dictation will call for

the study of the authorized spelling book. The County Council may impose a fee not exceeding one dollar upon each county pupil writing at the Entrance examination. Boards of trustees may impose similar fees upon resident and non-resident pupils writing for the Entrance examination at High Schools and Collegiate Institutes.

**24.** Any person intending to write at this examination shall notify the Inspector in whose district he proposes to write, on or before the 1st day of May. Where more examinations than one are held in the same inspectoral division, he shall notify the Inspector of the place at which he desires to be examined. The answer papers of the candidates shall be read by the Board of Examiners constituted under The High Schools Act.

**25.** The answers of candidates at the Entrance examination shall be appraised according to the following scale, viz.: In Reading, Dictation, Drawing, Writing, 50 each; in Physiology and Temperance, Composition, History, Geography, 100 each; in Grammar and Literature, 150 each; in Arithmetic, 200. Two marks shall be deducted for each misspelled word on the dictation paper, and one mark for every misspelled word in any other paper. Reasonable deductions may also be made for want of neatness.

**26.** Any candidate who obtains one-third of the marks in each subject and one-half of the aggregate marks shall be considered as having passed the examination. The examiners may also award pass standing to candidates who have not made a bad failure in any subject but who have made a high aggregate above the half required, or whose case on account of age, the special recommendations of their teachers, or other circumstances demands special consideration. The decision of the Board of Examiners shall be final with regard to the admission or rejection of any candidate, but the Inspector may submit to the Board for re-consideration the complaint of any candidate or any other person with regard to the examination.

**27.** In the interval between the annual examinations, pupils may be admitted to a High School by the Minister of Education on the joint report of the Principal of a High School and the Public School Inspector showing the attainments of such pupil, his age, and the reasons for his non-attendance at the Entrance examination prescribed by the Department. No pupil shall be admitted until his case is disposed of by the Minister. The names of such pupils shall be included in the report of the Board of Examiners at the next annual examination.

#### PUBLIC SCHOOL LEAVING EXAMINATIONS.

**28.** (1) Public School Leaving examinations will be held annually at every High School and Collegiate Institute, and at such other places as may be recommended by the Inspector. A person who wishes to write at the Public School Leaving examination must, before the 24th of May, give the necessary notice to the Inspector on a form to be obtained from him. The answer papers will be examined at the Education Department immediately after the examination is held, and a report of the results will be forwarded to the Inspector, or to the High School Principal, if the



examination was held at a High School centre. The Board of Trustees where such examination is held shall pay all the cost of the examination, but will receive from the Inspector half the fees paid by candidates.

(2) The Public School Leaving examination will be identical with the examination prescribed for Part I. of Junior Leaving standing. Public School Leaving certificates will be issued by the Public School Inspector to all pupils of Public Schools in his inspectorate who pass the examination of Part I. of Junior Leaving standing. The holders of Public School Leaving certificates granted before 1900, will be entitled to certificates of having passed the examination of Part I. of Junior Leaving Standing by passing the examinations in Arithmetic and Mensuration, Grammar and History, the prescribed percentage on the total of these subjects being also exacted.

**29.** The Board of Examiners for High School Entrance examinations may admit to a High School, candidates who have failed at a Public School Leaving examination (Part I. Junior Leaving Standing) provided they have made one-quarter of the marks on each Entrance examination subject.

## HIGH SCHOOLS AND COLLEGIATE INSTITUTES.

### ACCOMMODATIONS AND EQUIPMENT.

**30.** The plans of every High School hereafter erected, and the plans and site of every High School hereafter established, shall be subject to the approval of the Minister of Education. In all High Schools established since July, 1891, or to be hereafter established, there shall be a Principal and at least two assistants. No new High School shall be entitled to receive any grant that does not provide at least the amount fixed by the instructions of the Minister of Education with regard to accommodation and the equipment required as the maximum in distributing the Legislative grant to schools with two masters.

**31.** Any High School may be raised to the status of a Collegiate Institute when it is shown to the satisfaction of the Education Department that the trustees have provided : (a) adequate school buildings ; (b) equipment of the value and character required as the maximum in the case of High Schools with three or more masters ; (c) four specialists, viz., one in Classics, one in Mathematics, one in Science, one in Modern Languages including English (one of whom or some other member of the staff being also a commercial specialist) and ; (d) such other Assistants as will secure thorough instruction in all the subjects of the High School course as far as Senior Matriculation into the University of Toronto. A Collegiate Institute may be reduced to the rank of a High School on the joint report of the High School Inspectors, approved by the Education Department.

**32.** Every High School that complies with the Regulations of the Education Department shall be entitled to the following grants ; (a) a fixed grant of \$375 ; (b) in respect of school accommodation, a maximum of \$100 in the case of High Schools with two masters and of \$150 in the case of High Schools with three or more masters ; (c) in respect of

equipment, ten per cent. of the total approved expenditure but so as not to exceed \$110 in the case of High Schools with two masters or \$220 in the case of High Schools with three or more masters; (d) in respect of salaries ten per cent. of the expenditure over \$1,500 but so as not to exceed \$600 in any case; (e) such amount *pro rata* in respect of average attendance as may remain unexpended of the grant.

**33.** Every Collegiate Institute that complies with the Regulations of the Education Department shall be entitled; (a) to a fixed grant of \$375; (b) to a grant in respect of equipment of \$275; (c) to a grant in respect of school accommodation of \$200; (d) to ten per cent. of the expenditure on salaries over \$1,500 but so as not to exceed \$600; and (e) to a grant on the basis of average attendance out of any unexpended balance of the Legislative grant.

**34.** In apportioning the Legislative grant on equipment, the maximum recognized in the case of High Schools with two masters shall be as follows: Library \$300; Physical and Chemical Apparatus, \$300; Maps and Globes, \$50, and models for Drawing, \$50; Gymnasium, not including equipment, \$400. In the case of Collegiate Institutes and High Schools with three masters the maximum recognized shall be: Library, \$600; Physical and Chemical Apparatus, \$600; Maps and Globes, \$100, and Models for Drawing, \$100; Gymnasium, not including equipment, \$800.

**35.** When the value of the Library has reached the maximum herein recognized, ten per cent. of the annual expenditure by the High School Board on supplemental reading in English Literature will be allowed. The catalogue of the equipment shall be kept by the Principal of the School and shall be accessible to any officer of the Education Department. The instructions of the Minister of Education in the matter of grading shall be followed in appropriating the grant for buildings and premises. On the report of a High School Inspector, such reductions may be made in the grants payable upon the salaries of the staff, and the character and equipment of the school buildings and their appendages as the Minister of Education may deem expedient.

#### HIGH SCHOOL ORGANIZATION.

**36.** In every High School or Collegiate Institute the head teacher shall be called the Principal, and the other teachers Assistants. The authority of the Principal of the High School shall be supreme as to all matters of discipline on the school premises, where the Public and High School occupy the same building. The provisions of the Public Schools Act, 1901, and the regulations of the Education Department with respect to the duties of pupils attending a Public School shall apply to teachers and pupils of High Schools.

**37.** The Principal of a High School or Collegiate Institute shall hold a Principal's Certificate and the Assistants shall hold High School Assistants' Certificates. Special teachers of Music, Drawing, Drill, Gymnastics and Calisthenics, shall possess qualifications satisfactory to the Minister

of Education. If, after due advertisement, a High School Board is unable to obtain a qualified Assistant, a temporary certificate may be granted by the Minister of Education for the current half year to a suitable person on the application of the Board.

**38.** The Principal shall determine the number of pupils to be assigned to each Form and the order in which the subjects in each Form shall be taken up by the pupils. The Principal shall make such promotions from one Form to another as he may deem expedient; he shall also assign the subjects of the course of study among the Assistants.

**39.** The Course of Study in High Schools shall be taken in four Forms. The subjects marked with an asterisk in Forms I and II are optional; all the other subjects are obligatory. Any subject prescribed for a Form may be continued in a higher Form at the option of the Principal. In the case of pupils preparing for University Matriculation or taking the course for a Commercial Diploma, or where the Board introduces Manual Training or any other branch of technical education, on the recommendation of the Principal, less time may be given by the pupils concerned to one or more of the obligatory subjects of the High School course so as to meet as far as practicable the aims of the pupils. All pupils shall take the obligatory subjects in Forms I and II, and such other subjects in any of the Forms as may be required for Departmental or other examinations, or as may be chosen by their parents or guardian and the Principal of the School, provided that pupils taking the course for a Commercial Diploma shall be required to take only the subjects of such course. Typewriters may be furnished by the Board of Trustees for the use of the pupils. At the option of the Board of Trustees and the Principal, the Art School Drawing Course may be taken in Forms II and III, and Agricultural Chemistry, Physiology and Temperance and Vocal Music may be taken in any Form.

**40.** Reading shall be taught twice a week during the academic year to all the pupils in each of the sub-divisions of Forms I and II and to the pupils in the other Forms in connection with the English Literature. Writing shall be taught during the first term at least twice a week in the lowest division of Form I, and provision shall be made for additional practice in school hours. Half-hour periods separate from the other subjects shall be allotted to Reading and Writing in the Time Table. Where the average number of pupils in a class exceeds twenty-five, the time devoted to Reading and Writing shall be proportionately extended. On the report of a High School Inspector a deduction from the Legislative grant may, at the discretion of the Minister of Education, be made of \$50 in the case of the non-observance in any High School or Collegiate Institute of any part of this Regulation.

**41.** In High Schools and Collegiate Institutes having a Gymnasium, Drill, Gymnastics and Calisthenics shall be taught in half-hour periods and in organized classes not less than three times a week in each division of Forms I, II and III, but shall be optional in Form IV; additional time shall be allowed for practice by pupils under efficient supervision.



No pupil shall be exempted from the course prescribed, except upon a medical certificate or on account of evident physical disability. During the months of May, June, September, October and November, the Principal may substitute for Drill, etc., not more than twice a week, such sports and games as he may approve of. In High Schools having no Gymnasium, Drill and Calisthenics shall be taught as the weather may permit; and Gymnastics may be omitted.

#### HIGH SCHOOL COURSE OF STUDY.

42. The details of the courses of study in each Form in High Schools shall be as set forth in Schedule B—High School Courses of Study.

#### LEAVING EXAMINATIONS.

43. (1) An examination for students intending to become teachers or to enter a profession will be held annually by the Education Department subject to the conditions hereinafter contained in the High School Course of Study at each High School and Collegiate Institute and at such other centres as may be approved. The examination requirements in the different subjects are set forth in detail in Schedule C. Candidates intending to write should make application to the Public School Inspector before the 24th of May on a form to be obtained from him.

(2) The papers in Part I for Junior Leaving Standing hereinafter defined, will be different from those set for Matriculation. The Examiners will be expected moreover, to set papers for the purposes of candidates who desire to become teachers, but it is not intended that the questions shall be more difficult than the Regulations have called for since 1896. The papers in Arithmetic and Mensuration and Grammar and Rhetoric shall be submitted to candidates, when writing on Part II of the Junior Leaving Course, in addition to the papers in these subjects taken by candidates when writing on Part I. For the optional groups, the examinations will be equal in difficulty, as near as may be, in order that candidates who begin the optional subjects at the same time during their High School Course may have equal advantages in preparing for the examinations.

(3) Each question paper will hereafter be valued at 100. Candidates for Junior and Senior Leaving Standing will be required to make 50 per cent. of the aggregate marks prescribed for each of the parts into which the examinations are divided, as well as  $33\frac{1}{3}$  per cent. on each paper. Seventy-five per cent. of the aggregate will be required for Honors. If, after all the answer papers are read, any question paper should be found, by the Board of Examiners, easier or more difficult than intended, the minimum on the paper shall be correspondingly raised or lowered, and the total number of marks correspondingly increased or diminished. Each candidate who makes the required aggregate may be awarded a certificate, even though he should fail to obtain the minimum in a subject, provided he was regarded as fit to pass in that subject by the staff, as shown from the confidential report sent to the Department before the examinations.

44. A certificate of having passed the subjects of Part I of Junior Leaving standing will be accepted for the non-professional requirements for a District Certificate. Junior Leaving standing will be obtained by passing in the prescribed subjects at one examination, or in two Parts (I and II.) as defined below, which may be taken in different years. In order to obtain Senior Leaving Standing, a candidate must pass the examination of Part I of Junior Leaving Standing, and in addition the subjects herein prescribed for Parts I and II of Senior Leaving Standing, which may be taken at one examination or at different examinations.

45.—(1) The subjects prescribed for Part I of Junior Leaving Standing are the following: Reading, Drawing, Geography, Botany (or Agriculture), Writing with Book-keeping and Commercial Transactions, English Grammar, English Literature, Arithmetic and Mensuration, English Composition, and History. The course in Agriculture will include what is taken up in the authorized text book as far as page 73. The course in the other subjects will be based as heretofore upon the work prescribed in the Regulations for Forms I and II, subject to requirements for examinations hereinafter mentioned. No examination will be held in Reading, English Literature, Drawing, Book-keeping, Botany, or Agriculture, but no name of a student who has not given due attention to these subjects is to be included in the confidential report of the Principal.

(2) No grant to a High School or to a Continuation Class will be paid until the Principal and Chairman of the School Board report that each obligatory subject of the course, whether prescribed for examination or not, has, in their judgment, received due attention on the part of the pupils while attending the school.

(3) It is expected that throughout the course, until pupils have completed what is required for Part I of Junior Leaving Standing, at least two half-hour periods per week shall be given regularly to Reading, and an equal time to English Literature. Regarding Drawing, Book-keeping, Botany or Agriculture, at least two half-hour periods per week for each of these subjects are to be given regularly to pupils enrolled in Form I of the High School or Form V of the Public School; that is practically during the first year of the course in preparation for Part I of Junior Leaving Standing. The subjects of examination for Part I Junior Leaving are, therefore: Geography, Arithmetic and Mensuration, Grammar, Composition and History. Holders of Form I and of Public School Leaving certificates dated prior to 1900 will be entitled to Part I Junior Leaving certificates on passing in Arithmetic and Mensuration, Grammar and History, the prescribed percentage on the total of these subjects being also required. A Form II. (or a Part I Form II) certificate, with a Form I certificate, or a Public School Leaving certificate dated prior to 1900 will give Part I of Junior Leaving Standing. A Form II (or a Part I, Form II) certificate alone, will give the same standing, if endorsed and certified to by any High School Principal or Public School Inspector with a statement that the holder has taken the required course in the additional subjects (Drawing, Book-keeping, Reading, etc.)

46. All candidates for Junior Leaving Standing must, in addition to the requirements of Part I Junior Leaving, take the following subjects of Part II Junior Leaving, viz., English Grammar and Rhetoric, English

Composition, English Literature, Ancient History, Arithmetic and Mensuration, Algebra, Geometry, Physics, Latin, and one of the following, viz., (a) Greek, (b) French, (c) German, (d) Chemistry.

A candidate who has already obtained a certificate of having passed Part I of Form II, will not be required to take the papers of Part II Junior Leaving in Arithmetic and Mensuration, English Grammar and Rhetoric, and Physics.

47. All candidates for Senior Leaving Standing must, in addition to the requirements of Part I Junior Leaving, take the following Senior Leaving subjects, viz., (in Part I) English Composition, English Literature and Rhetoric, Algebra, Geometry, Trigonometry, English and Ancient History, and (in Part II) Latin and Physics, and one of the following groups, viz., (a) French and Greek, (b) German and Greek, (c) French and German, (d) French and Chemistry, (e) German and Chemistry, (f) Biology and Chemistry.

48. A candidate for Senior Leaving Standing who has passed Part I Junior Leaving Standing, shall be awarded a certificate on application to the Education Department of having passed Part II Junior Leaving Standing, notwithstanding his failure to obtain Senior Leaving Standing, providing such candidate has obtained one-third of the marks at this examination in the subjects of Senior Leaving Standing.

49. The standing of the third, and fourth years in Arts after a regular course in any University in the British Dominions, will be accepted in lieu of Junior Leaving and Senior Leaving standing respectively.

50. The course for a Commercial Diploma will consist of two Parts (I and II), to be taken in the same year or in different years. Part I will be the same as Part I of Junior Leaving. Part II will embrace the Commercial subjects mentioned in Schedule C, viz.:—Book-keeping and Writing; Commercial Transactions, Business forms and usages; Stenography (Theory); Stenography (Dictation).

### SPECIALISTS' STANDING.

51. Any person who obtains an Honor Degree in the department of English and History, Moderns and History, Classics, Mathematics, or Science as specified in the calendars of any University of Ontario and accepted by the Education Department, shall be entitled to the non-professional qualification of a Specialist in such department. A graduate who has not taken an Honor Degree in one of the above courses shall be entitled to the non-professional standing of a Specialist on submitting to the Department of Education a certificate from the Registrar of the University that he has passed, subsequent to graduation, the examinations prescribed for each year of the Honor course of the department in which he seeks to be recognized as a Specialist, and which he has not already passed in his undergraduate course; or any examination which is recommended by the University as equivalent thereto and accepted as such by the Education Department.



**52.** Any person who passes an examination in the subjects set forth in Schedule D—course for Commercial Specialists (each paper to be valued at 100), and who is the holder of a High School Assistant's Certificate, obtained either before or after passing such examination, shall be entitled to a Commercial Specialist's Certificate.

### EXAMINATION AND OTHER FEES.

**53.** The fees authorized by the Education Department shall be as follows: Candidates for the Entrance Examination, if so ordered by the Board of Trustees or the County Council, \$1; Public School Leaving, (Part I. Junior Leaving) \$2; Part II. Junior Leaving, \$5; Part I. Senior Leaving, \$3; Part II. Senior Leaving, \$3; Part I. Matriculation, \$2; Part II. Matriculation, \$5; Junior or Senior Leaving or Matriculation at one examination, \$5; Commercial Diploma, each part, \$2; Commercial Specialist, \$5; For Candidates for examination in one or more subjects only (not exceeding four), for the purpose of completing a course for pass Matriculation into any University or Learned Profession, \$2; Tuition County Model School, when so ordered by the Board of Trustees, \$5; Kindergarten Assistants, \$3; Directors, \$5; Examination Normal School, \$5; Examination Normal College, \$15; Appeals of all kinds, \$2. (Fee to be refunded if the appeal is sustained.)

### KINDERGARTENS.

**54.** No person shall be appointed to take charge of a Kindergarten in which assistant teachers or teachers-in-training are employed, who has not passed the examination prescribed for a Director of Kindergartens; and no person shall be paid a salary or allowance for teaching under a Director who has not passed the examination prescribed for Directors or assistant teachers. No person shall be admitted to the course of training prescribed for assistants who is not seventeen years of age and who has not Junior Leaving standing, or who has not spent at least three years in a High School. Any person who has taken the equivalent of such a course at some other educational institution may, on the recommendation of the Inspector, be admitted to training with the consent of the Minister of Education. No person shall be admitted to the course prescribed for a Director unless such person has obtained an Assistant's certificate.

**55.** Any person who attends a Kindergarten for one year and passes the examinations prescribed by the Education Department shall be entitled to an Assistant's certificate. The holder of an Assistant's certificate or the holder of a second-class Provincial certificate shall, on attending a Provincial Kindergarten one year and on passing the prescribed examinations, be entitled to a Director's certificate.

**56.** The examination for Directors shall include Psychology and the General Principles of Froebel's System; History of Education; Theory and Practice of the Gifts and Occupations: Mutter and Kose-Lieder; Botany and Natural History: Miscellaneous Topics, including discipline and methods of morning talks, each 100; Practical Teaching, 500; Book-

work, 400. There shall also be a sessional examination in Music, Drawing and Physical Culture to be reported by the Principal to the Examiners at the final examination. The examination for Assistants shall include the Theory and Practice of the Gifts, (two papers); Theory and Practice of the Occupations (one paper); Miscellaneous Topics, including the general principles of Froebel's system and their application to songs and games, elementary science, morning talks and discipline (one paper), each paper, 100; Book-work, 400. Any Director sending up candidates to the examination for Assistants' certificates shall certify that the Pease-work and Modelling have been satisfactorily completed.

### COUNTY AND CITY MODEL SCHOOLS.

**57.** The Board of Examiners for every County, or the trustees of any city, with the approval of the Minister of Education, may set apart at least one Public School for the professional training of third-class teachers. The Principal of such school shall be the holder of a first-class certificate from the Education Department and shall have at least three years' experience as a Public School teacher. In every Model School there shall be at least three assistants on the staff who shall be the holders of first or second-class certificates. The County Board of Examiners shall distribute the teachers in training among the County Model Schools as may be deemed expedient.

**58.** The Model School term shall begin on the second of September and shall close on the fifteenth day of December. During the term the Principal of the Public School to which the Model School is attached shall be relieved of all Public School duties except the management and supervision of the Public School. The assistants shall give such instruction to the teachers-in-training as may be required by the Principal or by the regulations of the Education Department. There shall be a room for the exclusive use of the teachers-in-training either in the Public School buildings or elsewhere equally convenient.

**59.** Application for admission to a Model School shall be made to the Inspector not later than the twenty-fifth of August. Any person who has Primary (granted under former Regulations) or a higher standing, or who is considered eligible by the Board of Examiners for a District certificate and who will be eighteen years of age before the close of the term may be admitted as a teacher in training. The teachers in training shall be subject to the discipline of the Principal with an appeal in case of dispute to the Chairman of the County Board of Examiners. Boards of Trustees may impose a tuition fee, not exceeding \$5, on each teacher in training.

**60.** The course of study in Model Schools shall consist of instruction in School Management, to be valued for examination purposes at 100; instruction in the Science of Education, 100; instructions in the best methods of teaching all the subjects on the Public School Course of Study, three papers, 100 each; instructions in the School Law and Regulations so far as they relate to the duties of teachers and pupils, instruction in Reading, School Hygiene, Music and Physical Culture, 50 each; and such

practice in teaching as will cultivate correct methods of presenting subjects to a class and develop the art of school government. The final examination of the Education Department will be limited to School Management, the Science of Education, Methods, School Hygiene, and the School Law and Regulations.

**61.** The Principal of the School shall submit to the Board of Examiners a report with respect to the standing of every teacher in training, having regard to his conduct during the Session, his aptitude as a teacher, his powers of discipline and government in the school room and such other qualities as in the opinion of the Principal are necessary to a successful teacher. The Principal shall also report the standing of each teacher-in-training in the subjects of Hygiene, Music and Physical Culture as determined by at least one Sessional examination. These reports shall be considered by the Board of Examiners at the final examination in estimating the standing of the candidates for a certificate in all cases of doubt.

**62.** During the last week of the Session, the County Board of Examiners shall require each teacher-in-training to teach in the presence of such members of the Board as may be appointed for that purpose, two lessons of twenty minutes each, one of which shall be assigned by the presiding examiner one day before, and the other forty minutes before it is to be taught. The lessons shall be valued at 100 each, shall be appraised by different examiners and shall not be taught in the same Form or in the same subject. The Board of Examiners shall also submit the candidates to a practical test of their ability to place upon the blackboard with neatness and despatch any exercise for pupils they may deem expedient. The time allowed for such a test shall not exceed ten minutes and the valuation 50.

**63.** Any teacher-in-training having at least Primary standing who obtains forty per cent. of the marks assigned to each subject, (including practical teaching) and sixty per cent. of the aggregate shall be awarded a third class certificate valid for three years. At the request of the County Board (when there is a scarcity of teachers) and with the permission of the Minister of Education, a certificate for a shorter period and valid only within the jurisdiction of the County Board, to be known as a District certificate, may be awarded to teachers-in-training who obtain a lower percentage or to such other persons whose non-professional standing would entitle them only to District certificates. The Board may reject any candidate whose scholarship appears to be defective. The decision of the Board with respect to the examination shall be final.

#### DISTRICT MODEL SCHOOLS.

**64.** The Minister of Education may set apart two Public Schools in each of the Districts of Thunder Bay, Algoma, Parry Sound and Nipissing as Model Schools for candidates for District certificates. No school shall rank as a District Model School unless it has a Continuation Class in grade (a) and unless the teaching staff consists of at least three teachers, viz.: a Principal holding a first-class certificate and at least one



of his assistants holding a second-class certificate. Teachers-in-training at District Schools shall take the course of study and the final examinations prescribed for Public School Leaving examinations. Candidates for teachers' certificates at the District Model School Examinations shall be at least eighteen years of age, and shall take such a course of professional training in the subjects prescribed for County Model Schools as the Inspector of the District may direct.

**65.** In cities and counties where the French or German language prevails, the Board of Examiners, with the approval of the Education Department, may establish a Model School for the training of teachers of French or German origin; such schools shall hold one term each year, viz.: From the first of September to the first of July. The course of study shall be the non-professional course required for a Public School Leaving certificate and the professional course required for a County Model School. The examination in English shall be conducted on the papers prescribed for the Public School Leaving certificate. The examination in French or German shall be limited to Reading, Grammar, and Composition and may be both oral and written. The papers in French and German shall be prepared by the Board of Examiners. The Board may submit the teachers in training to such an examination on the professional course as it deems expedient.

### PROVINCIAL NORMAL AND MODEL SCHOOLS.

**66.** There shall be two Sessions of the Normal School each year; the first Session shall open on the third Tuesday in January and the second Session on the third Tuesday in August. The Sessions shall close in June and December at such dates as may be determined by the Minister of Education. Any teacher who has at least Junior Leaving standing, and who has taught a Public School successfully for one year, or who, after passing the County Model School examination, has taught under the supervision of the Inspector of a City having a city Model School, six months thereafter, may be admitted as a Normal School student.

**67.** Before being registered, every student admitted to Normal School shall be examined, in writing or orally, by the Normal School masters upon the books prescribed for the calendar year as the reading course for teachers. Any teacher may be refused registration whose examination does not show a thorough acquaintance with such reading course. The course of study after admission shall be limited and valued for examination purposes as follows:—Psychology and Science of Education, 200; History of Education and School Management, each 150; Methods of Teaching (four papers), each paper 100; Practice Teaching in the Model School, 400.

**68.** The Principal of the Normal School shall be responsible for the discipline and management of the teachers-in-training. He shall prescribe the duties of the staff subject to the approval of the Minister of Education; he shall cause Sessional examinations to be held in Temperance, Agriculture, Reading, Writing, Drawing, Music and Physical Culture, each valued at 50 marks, and shall keep a record of the same. The

staff shall carry out the instructions of the Principal with regard to discipline, management, methods of study and all matters affecting the efficiency of the Normal School and the progress of the teachers-in-training.

**69.** Teachers in-training shall attend regularly and punctually throughout the Session and shall submit to such discipline and direction as may be prescribed by the Principal. They shall lodge and board at such houses only as are approved by the Principal. Ladies and gentlemen shall not board at the same house and shall have no communication with one another except by permission of the Principal or one of the masters.

**70.** Teachers-in-training shall take a written examination towards the end of each session, to be conducted by the staff covering every subject on the course of study. The standing of candidates at this examination shall be added to the marks prescribed for the final examination. At the close of each Session candidates shall submit to a written examination conducted by the Education Department. The examiners shall have power to reject any candidate who shows deficiency of scholarship.

**71.** An examination in practical teaching to be conducted according to the instructions of the Minister of Education shall be required of every teacher-in-training. This examination shall be valued at 200 marks. Any candidate who obtains 34 per cent. of the marks in each subject of the written examinations (the Sessional and final written examination being taken jointly), and 34 per cent. of the marks in teaching (the report of the staff and the report of the special examiners being taken jointly) and fifty per cent. of the aggregate marks shall be entitled to pass standing. Candidates making 75 per cent. of the aggregate marks shall be awarded honors.

**72.** The terms of the Provincial Model School shall correspond with the Public School terms in cities. The hours of study shall be from 9.30 a.m. to 12 a.m., and 1.30 p.m. to 3.30 p.m. The regulations of the Education Department with regard to pupils and teachers in Public Schools shall apply to the teaching staff and to pupils of the Model School, subject to any modifications that may be made by the Minister of Education from time to time.

**73.** The Head Master and Head Mistress of each Model School and the Director of the Provincial Kindergarten shall act under the direction of the Principal of the Normal School to which their respective departments are attached, and shall be responsible to him for the order, discipline and progress of the pupils, and for the accuracy and usefulness of the lessons conducted by the teachers in training. All members of the teaching staff shall report themselves for duty to the Principal of the Normal School not later than one day before the re-opening of the school after the Easter, Mid-Summer and Christmas vacations.

#### ONTARIO NORMAL COLLEGE.

**74.** The Ontario Normal College shall open each year on the 1st of October and close on the 31st of May. Any person who has Senior Leaving standing or who is a graduate in Arts of any university in the

British Dominions, and who will be eighteen years of age before the close of the College year may be admitted as a teacher-in-training on application to the Minister of Education on or before the 15th of September.

**75.** The Course of Study shall consist of lectures on Psychology, the History of Educational systems, the Science of Education, the best methods of teaching each subject on the High School course of study, School Management; instruction in Reading, School Hygiene, Writing, Drawing Stenography, Physical Culture; practice teaching; and such other subjects as may be prescribed by the Minister of Education. The marks allowed for examination purposes shall be as follows: Psychology and Science of Education, each 200; History of Education, School Management, Methods in English and History, in Mathematics, in Science, in Classics, and in French and German, each 150.

**76.** Teachers-in-training shall lodge in such houses only as are approved by the Principal; ladies and gentlemen shall not board in the same house nor shall they mingle together in the class-rooms or in the halls of the Normal College. They shall attend regularly and punctually upon lectures and shall submit to the rules of the College with regard to discipline, or any other matter required by the Principal, and shall undertake such practice teaching as may be prescribed by the Minister of Education.

**77.** The Principal shall be responsible for the organization and management of the College and for the discipline of the teachers-in-training. He shall prescribe the duties of his staff, and shall from time to time be present at their instruction and at the practice teaching of the teachers-in-training. He shall report the sessional examinations to the Education Department on the forms prescribed by the Minister of Education and shall make in addition such observations with respect to the conduct of each teacher-in-training and his aptitude as a teacher as he may deem expedient.

**78.** Each Lecturer shall explain and illustrate the best method of dealing with each branch of his department as it should be taught in the different Forms of a High or Public School, and shall, as far as possible, explain and justify his methods on scientific principles, giving model lessons for classes in different stages of advancement. He shall keep a record of the practice teaching of each teacher-in-training, and shall report to the Principal from time to time any breach of discipline or any irregularity on the part of the teachers-in-training or any other matter that comes to his notice which may affect the work of the College.

**79.** Teachers-in-training shall take two written examinations during the Session, viz., one in December and the other in March, and such oral examinations as may be considered necessary for testing their knowledge of methods and their teaching ability. These examinations shall be conducted by the staff of the College; the number of papers at the sessional examinations and the value of the marks in each subject shall be the same as are prescribed for the final written examination. No teacher-in-training shall be recommended to pass by the Examiners who has made



less than 34 per cent. of the marks at the sessional examinations (fifty marks being the maximum for each) in Reading, Writing, Drawing, or Physical Culture. Any candidate who obtains 34 per cent. of the marks in each subject of the examinations (the sessional and final written examinations being taken jointly), and fifty per cent. of the aggregate marks, shall be entitled to pass standing. Candidates making seventy-five per cent. of the aggregate marks shall be awarded honors.

**80.** At the end of May in each year the teachers-in-training shall submit to an examination conducted by the Education Department. Any candidate who obtains the required standing in Psychology, the Science of Education, the History of Education, School Management, Methods in Mathematics, Methods in English, Methods in Latin, Methods in Elementary Science (the Primary course in Botany and Physics) and Methods in one of the following groups, viz.: (a) Greek, or (b) French and German, or (c) Chemistry, Physics and Biology, shall be entitled to a Normal College Interim certificate. The holder of a Specialist's non-professional certificate in any of the courses recognized by the Education Department, who passes the final examination (including methods in the subjects of his non-professional certificate) shall be entitled to a Normal College Interim Specialist's certificate in the subjects of his non-professional Specialist's course. All students entering the Normal College, irrespective of the academic course which they may have taken, must take the course prescribed, subject to the following conditions:—Holders of Senior Leaving Certificates, granted on Departmental examinations, may omit Latin if they do not select the Greek option; unsuccessful candidates at previous examinations will be allowed to write at the final examination of any year without attendance at the Normal College, and may confine themselves to the same subjects as taken previously; teachers of ten years' successful experience, who hold Normal School Certificates, and who have the necessary academic standing, may write at the final examination of the Normal College without attendance; any person graduating with Honors from any University in the British Dominions, who has spent two years as a registered student in postgraduate work in any British, European or other University approved by the Minister of Education, may write at the final examination of the Normal College without attendance, on furnishing satisfactory evidence of having taken such postgraduate course.

### THE EDUCATIONAL COUNCIL.

**81.** The Educational Council authorized by the Education Department Act, 1901, to conduct Departmental examinations, shall hold its first meeting each year as may be fixed by the Minister of Education and shall organize by electing as chairman one of its members. Subsequent meetings of the Council shall be held from time to time as may be determined by the Council.

**82.** The Council shall appoint examiners of well known ability as teachers either in a University or High School, to prepare examination papers for the (a) Part II Junior Leaving, Senior Leaving and Matriculation examinations, and (b) such other examinations as may be transferred

to the Council with the approval of the Education Department. The Council shall also appoint examiners of well known experience as Inspectors or teachers, (from lists to be submitted by the Minister of Education) to prepare examination papers at all other departmental examinations.

**83.** For the purpose of reading the answer papers of candidates at the Examinations of (a) aforesaid, the Council shall appoint, as associate examiners, graduates of any of the Universities in the British Dominions, or specialists according to the regulations of the Education Department actually engaged in teaching. For the purpose of reading the answer papers of candidates of other examinations the Council shall appoint as associate examiners, persons holding First Class certificates (in the case of Kindergarten examinations, teachers specially qualified) in actual service. The lists from which such selection is made shall be furnished by the Minister of Education and shall in each case contain the names of at least twice the number of associate examiners to be appointed. The number of examiners appointed by the Council for each examination shall be subject to the instructions of the Minister of Education from time to time.

**84.** All communications or references requiring the attention of the Council shall be addressed to the Education Department. The Registrar of the Council shall submit for consideration all matters referred by the Minister of Education. The Council shall report promptly to the Minister of Education all matters that require any action by the Education Department or any of its officers. The Council shall appoint an executive committee. The Education Department shall appoint a Chairman of the Board of Examiners who shall exercise such supervision over the examinations as the Council may order. Candidates may have their papers re-examined on placing an appeal to that effect in the hands of the Minister of Education within 20 days after the publication of the results of the examination.

### TEACHERS' CERTIFICATES.

**85.** The Minister of Education may issue certificates on the report of the Educational Council or the Education Department, as follows, viz., District certificates, limited to localities where there is a scarcity of teachers; permanent Third Class Certificates to teachers of ten years' successful experience; any person who attends a Public Kindergarten for one year and passes the prescribed examination shall be entitled to an Assistant's certificate; any person who has obtained an Assistant's certificate and who has attended a Provincial Kindergarten one year and passes the prescribed examinations shall be entitled to a Director's certificate. Any person who attends a Normal School one term and who passes the prescribed examinations shall be entitled to a Second Class Public School certificate. Any person who has passed the final examinations of the Normal College shall be entitled to a Normal College Interim Certificate.

**86.** A Normal College Interim certificate shall entitle the holder, if under 21 years of age, to teach in a Public School only, and if over 21 years, to teach in a Public or High School. After two years' successful experience as teacher, the holder of such certificate shall, on the report of the Inspector concerned, be entitled to a permanent certifi-

cate as a First Class Public School teacher or as a High School assistant, ordinary or specialist, according to the class of school in which the experience was acquired. Normal College Interim certificates may be extended from year to year on the report of a Public or High School Inspector. Any graduate in Arts in any University in the British Dominions, who holds a High School Assistant's certificate, and who, as shown by the report of the High School Inspector, has taught successfully three years (two of which at least were spent in a High School), shall be entitled to a certificate as Principal of a High School or Collegiate Institute.

**87.** A third class certificate shall be valid for the full period of three years from the date thereof; and may on expiration be renewed by any Board of Examiners for any period not exceeding three years on the following conditions, viz.:—(a) where the applicant has re-passed the Part II. Junior Leaving examination or holds a non-professional certificate of a higher grade, (b) where the applicant attempted such examination and obtained a standing acceptable to the Board. (c) Where the applicant has re-passed the County Model School examination. The certificate of any teacher who has not taught the full period of three years for which his certificate was granted may be extended by the County Board for any time lost by sickness or any other cause. In all cases the report of the Inspector with respect to the efficiency of the applicant as a teacher must be satisfactory. All renewals shall be issued with the authority of the Board, and shall be limited to the jurisdiction of the Board of Examiners granting the same

**88.** In case it appears that a duly qualified teacher is not available, and that it is in the public interest that a teacher should be temporarily retained in any school, the Minister of Education may on the report of the Inspector extend a third class certificate for one year, such certificate to be valid only under the Board of Trustees applying for the same. With the consent of the Minister of Education, a temporary certificate may be given by the Inspector to any person of suitable character and attainments where a qualified teacher is not available.

#### PUBLIC SCHOOL INSPECTORS AND DUTIES OF INSPECTORS GENERALLY.

**89.** Any person with five years' successful experience as a teacher of which at least three years shall have been in a Public School; who holds either Specialist's non-professional standing obtained on a University examination, or a Degree in Arts from any University in Ontario with first-class graduation honors in one or more of the other recognized departments in such University; and who has passed the examinations of the Ontario Normal College for a Specialist's certificate shall be entitled to a certificate as an Inspector of Public Schools.

**90.** Every inspector, of any class of schools conducted under the Education Department, while officially visiting a school, shall have supreme authority in the school, and may direct teachers and pupils in regard to any or all of the exercises of the school-room. He shall, by personal examination or otherwise as he may be directed by the Minister



of Education, ascertain the character of the teaching in the schools which he is authorized to visit; and shall make enquiry and examination, in such manner as he may think proper, into the efficiency of the staff, the accommodation and equipment of the school, and all matters affecting the health and comfort of the pupils. He shall report to the Minister of Education any violation of the Schools Act or the Regulations of the Education Department in reference to the class of schools for which he is inspector.

### TEACHERS' INSTITUTES.

**91.** Every Teachers' Institute shall have one meeting each year on a Friday and Saturday to be named by the Management Committee. The County Council may allow Thursday to be taken also if considered expedient. The Institute shall hold two sittings per day, of three hours each, for at least two days, and one evening sitting. All questions and discussions foreign to the teachers' work shall be avoided. The officers of the Institute shall be a President, Vice-President and Secretary-Treasurer. There shall be a Management Committee of five persons, to be appointed by the members of the Institute. The officers and the Management Committee shall be elected annually.

**92.** The Inspector shall furnish the Secretary of the Institute with a list of the teachers in his County or inspectoral division. Every Public School teacher shall attend continuously all the sessions of the Institute of his County or inspectoral division and shall answer to the calling of the roll at the opening and closing of each session. A report of the sessions attended by each teacher shall be sent by the Secretary to the Board of Trustees employing such teacher.

### TEACHERS' READING COURSE.

**93.** The Minister of Education may prescribe a Course of Reading for the teachers of Public Schools. The Course shall extend over three years and certificates for reading more than three books in one year shall not be granted by the Inspector. For the purposes of the Course the year shall correspond with the calendar year. A teacher may enter on the Course by taking any of the books prescribed for the year. The list of books for each year will be announced by the Education Department.

**94.** Any teacher who desires a certificate of having taken the Public School Teachers' Reading Course shall make a synopsis of not less than ten or more than fifteen pages of each book read, and shall transmit the same to the Inspector of his district on or before the 30th of June in each year. Such synopsis shall be accompanied by a fee of twenty-five cents and a declaration that the books prescribed for the year were read and that the synopsis submitted was prepared without assistance by the person signing the same.

**95.** The Management Committee of each Teachers' Institute shall appoint two persons, who with the Inspector shall form a Committee for determining whether the synopsis made by the teacher desiring a certifi-

cate indicates that the books have been read intelligently. The Inspector shall issue a certificate for each book so read, on the form prescribed by the Minister of Education to every teacher whose synopsis has been found satisfactory. If a teacher is unable to read all the books prescribed for the year or if his synopsis of any book has been rejected, he may substitute the books of the next year for those omitted or rejected.

**96.** Any teacher who submits to the Education Department certificates showing that he has satisfactorily read nine of the books prescribed, shall be entitled to receive from the Minister of Education a Diploma certifying to the completion of one full reading course covering three years. Additional Diplomas shall be awarded to teachers who complete additional courses of three years.

### RELIGIOUS INSTRUCTION.

**97.** Every Public and High School shall be opened with the Lord's Prayer and closed with the reading of the Scriptures and the Lord's Prayer, or the prayer authorized by the Department of Education. When a teacher claims to have conscientious scruples in regard to opening or closing the school as herein prescribed, he shall notify the Trustees to that effect in writing; and it shall be the duty of the Trustees to make such provision in the premises as they may deem expedient.

**98.** The Scriptures shall be read daily and systematically; the portions used may be taken from the book of selections adopted by the Department for that purpose, or from the Bible, as the Trustees, by resolution, may direct. Trustees may also order the reading of the Bible or the authorized Scripture Selections by both pupils and teachers at the opening and closing of the school, and the repeating of the Ten Commandments at least once a week.

**99.** No pupil shall be required to take part in any religious exercises objected to by his parents or guardians, and in order to the observance of this regulation, the teacher, before commencing a religious exercise, is to allow a short interval to elapse, during which the children of Roman Catholics, and of others who have signified their objection, may retire. If in virtue of the right to be absent from the religious exercises, any pupil does not enter the school room till the close of the time allowed for religious instruction, such absence shall not be treated as an offence against the rules of the school.

**100.** The clergy of any denomination, or their authorized representatives, shall have the right to give religious instruction to the pupils of their own church, in each school house, at least once a week, after the hour of closing the school in the afternoon; and if the clergy of more than one denomination apply to give religious instruction in the same school house, the Board of Trustees shall decide on what day of the week the school house shall be at the disposal of the clergymen of each denomination, at the time above stated. But it shall be lawful for the Board of Trustees to allow a clergyman of any denomination, or his authorized representative, to give religious instruction to the pupils of his own church

providing it be not during the regular hours of the school. Emblems of a denominational character shall not be exhibited in a Public School during regular school hours.

### GRANTS TO WEAK SCHOOLS.

**101.** Where on the report of the Inspector or on other satisfactory evidence it appears that any school section is so limited in area, or is so remote from market or railway accommodation, or has suffered from any exceptional cause as to clearly establish the inability of the ratepayers to bear the ordinary burdens of taxation for school purposes, the Minister of Education may appropriate to such section out of the grant to Poor Schools such sum of money from year to year as he may deem expedient.

**102.** The Inspector shall submit to the County Council at the regular meeting thereof in January or June of each year, a list of the schools in his Inspectoral Division where the assessment for school purposes is insufficient for the proper maintenance of the school, and shall indicate in each case any special reason why the statutory grants for school purposes should be supplemented by County Council.

**103.** All schools receiving special grants, either from Township or County Council, shall receive from the Poor School Fund voted by the Legislature the equivalent of such special grant, provided the sum voted by the Legislature is sufficient. When the Legislative grant is not sufficient to admit of paying the equivalent of the County or Township grant, then such grant shall be made *pro rata*. Any portion of the Poor School Fund remaining after such payments are made may be distributed among other weak schools on the report of the Inspector.

### SUPERANNUATED TEACHERS.

**104.** Any subscriber to the fund for superannuated teachers who fails or neglects to pay the annual subscription of \$4 on or before the 31st of December in any year, shall be required to pay for such year the sum of \$5. In the case of persons under sixty years of age who have been placed upon the superannuated list, proof of disability for professional service shall be furnished annually to the Department. Should it appear that any superannuated teacher under sixty years of age is capable of resuming his profession, the allowance shall in the meantime be withdrawn. No allowance shall be paid unless satisfactory evidence of good moral character is furnished the Education Department annually, or when required.

### TEXT BOOKS.

**105.** The copyright of every authorized text book shall where possible, be vested in the Education Department. The publisher of an authorized text book shall submit to the Minister of Education a sample copy of every edition for approval, and no edition of any text book shall be considered as approved unless a certificate to that effect, in writing, has been issued by the Minister of Education.



**106.** Before any authorized text book is placed on the market, the publisher thereof shall execute such agreements and give such security for the publication of such book as may be required by the Minister of Education. Any authorized text book shall be subject at every stage of its manufacture to the inspection and approval of the Education Department as regards printing, binding and paper, and may be removed from the list of authorized text books in case the publisher fails to comply with the regulations of the Education Department.

**107.** Every authorized text book shall bear the imprint of the publisher, and shall show upon the cover the authorized retail price. No part of an authorized text book shall be used for advertising purposes, and no change shall be made in the letter press, binding or paper of any authorized text book without the consent of the Minister of Education. Books recommended as reference books shall not be used as text books by the pupils and any teacher who permits such books, or any other book not authorized as a text book for the Public Schools, to be used as such, shall be liable to such penalties as are imposed by the Schools Act.

### GENERAL DIRECTIONS TO TRUSTEES.

**108.** The notice calling an annual or special meeting should be signed by the Secretary or by a majority of the trustees. Any ratepayer may call the meeting to order and nominate a chairman as soon as the hour appointed arrives. The business of all school meetings should be conducted according to the following rules of order:—

(1) *Addressing Chairman.*—Every elector shall rise previously to speaking, and address himself to the chairman.

(2) *Order of speaking.*—When two or more electors arise at once, the chairman shall name the elector who shall speak first, when the other elector or electors shall next have the right to address the meeting in the order named by the chairman.

(3) *Motion to be read.*—Any elector may require the question or motion under discussion to be read for his information at any time, but not so as to interrupt an elector who may be speaking.

(4) *Speaking twice.*—No elector shall speak more than twice on the same question or amendment without leave of the meeting, except in explanation of something which may have been misunderstood, or until every one choosing to speak shall have spoken.

(5) *Protest.*—No protest against an election, or other proceedings of the school meeting, shall be received by the chairman. All protests must be sent to the Inspector within twenty days at least after the meeting.

(6) *Adjournment.*—A motion to adjourn a school meeting shall always be in order, provided that no second motion to the same effect shall be made until after some intermediate proceedings shall have been had.

(7) *Motion to be in writing and seconded.*—A motion cannot be put from the chair, or debated, unless the same be seconded. If required by the chairman, all motions must be reduced to writing.

(8) *Withdrawal of a motion*.—After a motion has been announced or read by the chairman, it shall be deemed to be in possession of the meeting; but may be withdrawn at any time before decision, by the consent of the meeting.

(9) *Kind of motions to be received*.—When a motion is under debate no other motion shall be received, unless to amend it, or to postpone it, or for adjournment.

(10) *Order of putting motion*.—All questions shall be put in the reverse order in which they are moved. Amendments shall be put before the main motion; the last amendment first, and so on.

(11) *Reconsidering motion*.—A motion to reconsider a vote may be made by any elector at the same meeting; but no vote of reconsideration shall be taken more than once on the same question at the same meeting.

(12) *Minutes*.—At the close of every annual or special meeting the chairman should sign the minutes, and send forthwith to the Inspector a copy of the same signed by himself and the Secretary.

(13) *Legal Trustee*.—Every Trustee declared elected by the Chairman of the school meeting is a legal Trustee until his election is set aside by proper authority.

(14) *Use of Seal*.—The seal of the school corporation should not be affixed to letters or notices, but only to contracts, agreements, deeds, or other papers, which are designed to bind the Trustees as a corporation for the payment of money, or the performance of any specified act, duty or thing.

## INSTRUCTIONS AND REGULATIONS.

**109.** Instructions may be issued by the Minister of Education from time to time to Inspectors or other officers in carrying out the provisions of these Regulations.

**110.** All former Regulations of the Education Department are hereby repealed.

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### SCHEDULE A.—PUBLIC SCHOOL COURSES OF STUDY.

Optional subjects are indicated with a \*.

#### *Form I.*

*Reading*.—The use of the Tablets and Parts I. and II. of the First Reader.

*Spelling*.—Spelling from dictation and orally.

*Writing*.—Writing from blackboard copies.

*Geography*.—Conversations respecting the earth; its divisions of land and water; its plants and animals; explanation of any reference to places in the reading lessons.

*English Language.*—Oral exercises in language, correction of mistakes in conversation.

*Arithmetic.*—Notation and numeration to 1,000; addition and subtraction; mental arithmetic.

*Drawing.*—The exercises in First Reader and blackboard exercises.

*Music.*—Rote singing.

### Form II.

*Reading.*—The Second Reader; easy questions on the literature of every lesson.

*Spelling.*—Oral spelling, and dictation on slates and paper; blackboard exercises.

*Writing.*—Copy Books Nos. 1 and 2.

*Geography.*—Local geography and elementary definitions; map of the world; map geography of all places referred to in reading lessons.

*English Language.*—Oral and written exercises in language and composition; correction of mistakes in conversation.

*Arithmetic.*—Notation and enumeration to 1,000,000; multiplication and division; mental arithmetic.

*Physiology and Temperance.*—Conversations on temperance, the use of alcoholic stimulants, and the laws of health.

*Drawing.*—Authorized Drawing Course, Nos. 1 and 2.

*Music.*—Rote singing, continued; easy notation.

### Form III.

*Reading.*—The Third Reader; literature of every lesson.

*Spelling.*—Course in Form II. continued.

*Writing.*—Copy Books Nos. 3 and 4.

*Geography.*—Definitions; general geography of the Dominion of Canada; North and South America; Ontario more particularly; map drawing.

*Grammar and Composition.*—Classes of words and their inflections; simple analysis; descriptive and letter writing.

*History.*—Conversations on British and Canadian History; local history.

*Arithmetic.*—Reduction; compound rules; bills and accounts; averages and aggregates; sharing and measurements; mental arithmetic.

*Physiology and Temperance.*—Conversations on temperance; the physical effects of intoxicating liquors; importance of exercise.

*Drawing.*—Authorized Drawing Course, Nos. 3 and 4.

*Music.*—Easy exercises in musical notation; songs.

### Form IV.

*Reading.*—The Fourth Reader; the literature of every lesson.

*Spelling.*—Systematic orthography and orthœpy.

*Writing.*—Copy Books Nos. 5 and 6.

*Geography.*—Geography of Canada and the British Empire; the continents; map drawing.

*Grammar and Composition.*—Elements of formal grammar, analysis and composition. Descriptive, narrative and letter writing.



*History*.—Leading events in Canadian and British History, with special attention to Canadian History since 1841.

*Arithmetic*.—Measures, multiples, fractions, percentage, interest, mental arithmetic.

*Physiology and Temperance*.—Digestion, respiration, the circulation of the blood, and the nervous system. The effects of alcohol and narcotics.

*Drawing*.—Authorized Drawing Course Nos. 5 and 6.

*Music*.—Course in Form IV., continued.

*Agriculture* (for rural schools).—Conversations.

### Form V.

*Reading*.—Practice in oral reading continued.

*English Grammar and Rhetoric*.—Etymology and Syntax, including the inflection, classification, and elementary analysis of words and the logical structure of the sentence; rhetorical structure of the sentence and paragraph; exercises chiefly on passages from authors not prescribed.

*English Composition*.—Essays on familiar subjects; familiar letters.

*English Poetical Literature*.—Intelligent and appreciative comprehension of the selections read; memorization of the finest passages; supplementary reading from authors prescribed by the teacher; oral reading of the texts. In Poetical Literature, the course for Form V. will embrace such selections from the High School Reader as are recommended by the teacher. No special selections are prescribed by the Department. Where the trustees have provided books for Supplementary Reading, such works as are recommended by the teacher, under the direction of the Inspector, may also be read.

*History*.—The History of Canada; British History.

*Geography*.—The building up of the earth; its land surface; the ocean; comparison of continents as to physical features, natural products and inhabitants; relations of physical conditions to animal and vegetable products, and of natural products and geographical condition to the occupations of the people and national progress. Form, size and motions of the earth; lines drawn on the map, with reasons for their position; relation of the positions of the earth with respect to the sun, to light and temperature; the air, its movements; causes affecting climate. Natural and manufactured products of the countries of the world, with their exports and imports; trans-continental commercial highways and their relation to centres of population; internal commercial highways of Canada and the chief internal commercial highways of the United States; commercial relations of Great Britain and her colonies. Forms of governments in the countries of the world and their relation to civilization.

*Arithmetic and Mensuration*.—Proofs of elementary rules in arithmetic; fractions (theory and proofs); commercial arithmetic; mental arithmetic; mensuration of rectilinear figures.

*Algebra*.—Elementary rules; highest common measure; lowest common multiple; fractions begun.

*Geometry*.—Euclid, Book I., propositions 1-26; easy deductions.

*Drawing*.—Object and model drawing; High School Drawing Course, Books Nos. 1 and 2.

*Bookkeeping*.—Bookkeeping by single and double entry; commercial forms, such as drafts, notes and cheques; general business transactions.

The bookkeeping shall be specially suitable for farmers and artisans or for retail merchants and general traders.

\**Botany*.—The practical study of representatives of the following natural orders of flowering plants: Ranunculaceæ, Cruciferae, Malvaceæ, Leguminosæ, Rosaceæ, Sapindaceæ, Umbelliferae, Compositæ, Labiatæ, Cupuliferae, Araceæ, Liliaceæ, Iridaceæ, Coniferae, and Gramineæ (types contained in text-book). Drawing and description of plants and their classification. Comparison of different organs, morphology of root, stem, leaves and hairs, parts of the flowers, germination, reproduction of flowering plants, pollination, fertilization, and the nature of fruits and seeds.

*Agriculture* (for rural schools).—The course in the authorized text book to page 73.

\**Latin and Greek*.—The Elementary Latin Book, Grammar, Composition and sight reading. The Beginner's Greek Book begun.

\**French and German*.—Grammar, Composition and sight reading.

\**Domestic Economy*.

\**Manual Training*.

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*Note*.—It should be remembered that Algebra and Geometry are obligatory subjects of Form V. The time to be devoted to these subjects, as well as to Geography, Arithmetic and Mensuration, English Grammar, English Composition, History of Great Britain and Canada, is left to the discretion of the teacher, who should be guided by the Inspector (Regulation 17). Regarding Reading, English Literature, Drawing, Bookkeeping, Botany or Agriculture, the minimum amount of time, as specified herein for Part I Junior Leaving Standing, must be given. Throughout the course and especially in the lower Forms much attention should be given to elementary science or "Nature Study." The subject may be taken in connection with Geography.

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## SCHEDULE B.—HIGH SCHOOL COURSES OF STUDY.

### FORM I.

*Reading*.—Practice in Oral Reading.

*English Grammar and Rhetoric*.—Etymology and Syntax, including the inflection, classification, and elementary analysis of words and the logical structure of the sentence; rhetorical structure of the sentence and paragraph; exercises chiefly on passages from authors not prescribed.

*English Composition*.—Essays on familiar subjects; familiar letters.

*English Poetical Literature*.—Intelligent and appreciative comprehension of the selections read; memorization of the finest passages; Supplementary Reading from authors provided in the High School library or supplied by pupils under the authority of the High School Board; oral reading of the texts. In Poetical Literature for Forms I and II, no special texts are prescribed by the Department, but the pupils shall study such selections from the High School Reader as may be recommended by the Principal, together with such books for Supplementary Reading as he may recommend, and which may be obtained from the Library of the School.

*History*.—The History of Canada; British History.

*Geography*.—The building up of the earth; its land surface; the ocean; comparison of continents as to physical features, natural products and inhabitants; relations of physical conditions to animal and vegetable products, and of natural products and geographical condition to the oc-

cupations of the people and national progress. Form, size and motions of the earth; lines drawn on the map, with reasons for their position; relation of the positions of the earth with respect to the sun, to light and temperature; the air; its movements; causes affecting climate. Natural and manufactured products of the countries of the world, with their exports and imports; transcontinental commercial highways and their relation to centres of population; internal commercial highways of Canada and the chief internal commercial highways of the United States; commercial relations of Great Britain and her colonies. Forms of governments in the countries of the world and their relation to civilization.

*Arithmetic and Mensuration.*—Proofs of elementary rules in Arithmetic; Fractions (theory and proofs); Commercial Arithmetic; Mental Arithmetic; Mensuration of rectilinear figures.

*Algebra.*—Elementary rules; Highest Common Measure; Lowest Common Multiple; Fractions begun.

*Geometry.*—Euclid, Book I., propositions 1-26; easy deductions.

*Drawing.*—Object and Model Drawing, High School Drawing Course Books 1 and 2; \*Perspective Drawing, Book 3.

*Bookkeeping.*—Bookkeeping by single and double entry; commercial forms, such as drafts, notes and cheques; general business transactions. The bookkeeping shall be specially suitable for farmers and artisans or for retail merchants and general traders.

\**Agriculture.*

\**Domestic Science.*

\**Manual Training.*

\**Stenography.*—The elements of Pitman's system.

\**Latin and Greek.*—The Elementary Latin Book, grammar, composition and sight-reading. The Beginners' Greek Book begun.

\**French and German.*—Grammar, composition, conversation, dictation and sight-reading.

\**Botany.*—The practical study of representatives of the following natural orders of flowering plants: Ranunculaceæ, Cruciferae, Malvaceæ, Leguminosæ, Rosaceæ, Sapindaceæ, Umbelliferae, Compositæ, Labiatae, Cupuliferae, Araceæ, Liliaceæ, Iridaceæ, Coniferae and Gramineæ (types contained in text book). Drawing and description of plants and their classification. Comparison of different organs, morphology of root, stem, leaves and hairs, parts of the flowers, germination, reproduction of flowering plants, pollination, fertilization, and the nature of fruits and seeds.

## FORM II.

*Reading.*—The course in Form I. continued.

*English Grammar and Rhetoric.*—The course in Form I. continued, with the main facts in the development of the language.

*English Composition.*—The course in Form I. continued.

*English Poetical Literature.*—The course in Form I. continued.

*History.*—Great Britain and Canada from 1763 to 1871, with the outlines of the preceding periods of British History. The Geography relating to the History prescribed.

*Arithmetic and Mensuration.*—Course in Arithmetic in Form I. reviewed and completed. Mensuration; right parallelopipeds, pyramids and prisms; the circle, sphere, cylinder and cone.



*Algebra*.—The course in Form I. reviewed and completed, with simple equations of one, two and three unknown quantities; simple problems.

*Geometry*.—Euclid; Book I.; deductions.

\* *Latin and Greek*.—The course in Latin in Form I. continued. The Beginner's Greek Book, to page 301; sight translation.

\* *French and German*.—The course in Form I. continued.

\* *Physics*.—An experimental course defined as follows:—Metric system of weights and measures. Use of the balance. Phenomena of gravitation. Matter attracts matter. Laws of attraction. Cavendish experiment. Attraction independent of condition. Illustration of weight of gases, liquids and solids. Specific gravity. Meaning of the term "a form of matter." All matter may be subjected to transmutation. "Chemistry," application of measurement by weight (mass) to such transmutation leads to the theory of elements. Matter indestructible. Meaning of "Force." Various manifestations of force, with illustrations from the phenomena of electricity, magnetism and heat. Force measured in gravitation units; consequent double meaning of the terms expressing units of weight as mass and units of weight as force. Meaning of "Work." Measurement of work in gravitation units. Meaning of "Energy." Effect of force continuously applied to matter. Laws of matter in motion. Velocity; Acceleration. Statement of Newton's laws of motion. Definition of "Mass." Meaning, value and application of "g." Mass a measure of matter. Conservation of energy. Energy, like matter, indestructible and transmutable. Study of the states of matter. Properties and laws of gases, liquids and solids. Laws of diffusion. Elementary laws of heat. Mechanical equivalent. Latent heat. Specific heat. Calorie.

\* *Bookkeeping*.—Bookkeeping by single and double entry; business forms, usages and correspondence. The Principal and the Board of Trustees may arrange any other course in Bookkeeping that in their opinion is better adapted to the interests of the pupils taking up the subject.

\* *Stenography*.—Course in Form I. continued.

### FORM III.

*English Composition*.—Essay-writing.

*English Poet cul Literature*.—Course in Form II. continued, with the prescribed texts.

*History*.—Outlines of Roman History to the death of Augustus, and of Greek History to the Battle of Chaeronea. The geography relating to the history prescribed.

*Algebra*.—Course in Form II. reviewed; Square Root; Indices; Surds; Quadratics of one or two unknown quantities.

*Geometry*.—Euclid; Books I, II. and III. Deductions.

*Latin and Greek*.—Course in Form II. continued; with the prescribed texts.

*French and German*.—Course in Form II. continued; with the prescribed texts.

*Chemistry*.—An experimental course defined as follows:—Properties of Hydrogen, Chlorine, Oxygen, Sulphur, Nitrogen, Carbon and their more important compounds. Nomenclature. Laws of combination of the elements. The Atomic Theory and Molecular Theory.

*Physics*.—ELECTRICITY.—Voltaic cells, common kinds; chemical action in the cell; magnetic effects of the current; chemical effects of the current; voltameter; astatic and tangent galvanometers; simple notions of potential; Ohm's law, with units; best arrangement of cells; electric light, arc and incandescent; magnetism; inclination and declination of compass; current induction; induction coil; dynamo and motor; electric bell; telegraph; telephone; electro-plating. SOUND.—Caused by vibrations; illustration of vibrations, pendulums, rods, strings, membranes, plates, columns of air; propagated by waves; its velocity; determination of velocity; pitch; standard forks, acoustical  $C = 512$ , musical,  $A = 870$ ; intervals; harmonic scale; diatonic scale; equally tempered scale; vibration of air in open and closed tubes, with wave-lengths; resonators; nodes and loops; vibration of strings and wires; reflection of sound; manometric flames. LIGHT.—Rectilinear propagation; image through a pin hole; beam; pencil; photometry; shadow and grease-spot photometers; reflection and scattering of light; laws of reflection; images in plain mirrors; multiple images in inclined mirrors; concave and convex mirrors; drawing images; refraction; laws and index of refraction; total reflexion; path through a prism; lenses; drawing image produced by a lens; simple microscope; dispersion and color; spectrum; recombination of white light.

*Botany*.—The practical study of representatives of the flowering plants of the locality and representatives of the chief sub-divisions of cryptogams, such as a fern, a lycopod, a horse-tail, a liverwort, a moss, a lichen, a mushroom and a chara. The drawing and description of parts of plants and classification. Comparison of different organs, morphology of root, stem, leaves and hair, parts of the flower, reproduction of flowering plants, pollination, fertilization and the nature of fruit and seeds.

#### FORM IV.

*English Composition*.—Course in Form III. continued.

*English Poetical Literature*.—Course in Form III. continued, with the prescribed texts.

*History*.—English History from the discovery of America to 1763. Ancient History, the course in Form III. reviewed. The geography relating to the history prescribed.

*Algebra*.—Course in Form III. reviewed. Theory of Divisors; Ratio, Proportion and Variation; Progressions; Notation; Permutations and Combinations; Binomial Theorem; Interest Forms; Annuities.

*Geometry*.—Euclid. The course in Forms II. and III. reviewed; Books IV. and VI.; Definitions of Book V.; Deductions.

*Trigonometry*.—Trigonometrical ratios, with their relations to each other; Sines, etc., of the sum and difference of angles with deduced formulas; Use of Logarithms; Solution of Triangles; expressions for the area of triangles; Radii of circumscribed, inscribed and escribed circles.

*Latin and Greek*.—Course in Form III. continued, with the prescribed texts.

*French and German*.—Course in Form III. continued, with the prescribed texts.

*Physics*.—An experimental course defined as follows:—MECHANICS.—Uniformly accelerated rectilineal motion, particularly under gravity;

composition and resolution of forces; triangle and parallelogram of forces; friction; polygon of forces; with easy examples. **HYDROSTATICS.**—Fluid pressure at a point; pressure on a horizontal plane; pressure on an inclined plane; resultant vertical pressure, and resultant horizontal pressure, when fluid is under air pressure and when not; transmission of pressure; Bramah's press; equilibrium of liquids of unequal density in a bent tube; the barometer; air pump; water pump, common and force; siphon. **ELECTRICITY.**—Voltaic cells, common kinds; chemical action in the cell; magnetic effects of the current; chemical effects of the current; voltmeter; astatic and tangent galvanometers; simple notions of potential; Ohm's law, with units, best arrangement of cells; electric light, arc and incandescent; magnetism; inclination and declination of compass; current induction; induction coil; dynamo and motor; electric bell; telegraph; telephone; electro-plating. **SOUND.**—Caused by vibrations; illustration of vibrations, pendulums, rods, strings, membranes, plates, columns of air; propagated by waves; its velocity; determination of velocity; pitch; standard forks, acoustical  $C=512$ , musical  $A=870$ ; intervals; harmonic scale; diatonic scale; equally tempered scale; vibration of air in open and closed tubes, with wave lengths; resonators; nodes and loops; vibration of strings and wires; reflection of sound; manometric flames. **LIGHT.**—Rectilinear propagation; image through a pin-hole; beam; pencil; photometry; shadow and grease-spot photometers; reflection and scattering of light; laws of reflection; images in plain mirrors; multiple images in inclined mirrors; concave and convex mirrors; drawing images; refraction; laws and index of refraction; total reflection; path through a prism; lenses; drawing image produced by a lens; simple microscope; dispersion and color; spectrum; recombination of white light.

*Chemistry.* Chemical theory. The practical study of the following elements, with their most characteristic compounds, in illustration of Mendelejeff's classification of the elements. Hydrogen; Sodium; Potassium; Magnesium, Zinc; Calcium; Strontium; Barium; Boron, Aluminum; Carbon, Silicon, Tin, Lead; Nitrogen; Phosphorus; Arsenic; Antimony, Bismuth; Oxygen, Sulphur; Fluorine, Chlorine, Bromine, Iodine; Manganese, Iron. Elementary Qualitative Analysis.

*Biology.*—**ELEMENTS OF ZOOLOGY.**—Thorough examination of the external form, the gills and the viscera of some common fish. Study of the prepared skeleton of the same. Demonstration of the arrangement of the muscular and nervous systems and the sense organs, as far as these can be studied without the aid of a microscope. Comparison of the structure of the frog with that of the fish. The skeleton of the pectoral and pelvic girdles, and of the appendages of the frog, and the observation of the chief facts in the development of its spawn, till the adult form is attained. Examination of the external form of a turtle and a snake. Examination of the structure of a pigeon or a fowl. Study of the skeleton and also of the teeth and viscera of a cat or dog. Study of the crayfish as a type of the Arthropods. Comparison of the crayfish with an insect (grasshopper, cricket or cockroach), also with a millipede and a spider. Examination of an earthworm and a leech. Study of a fresh-water mussel and a pond snail. The principles of zoological nomenclature as illustrated by some of the common fresh-water fish, such as the sucker and herring, bass and perch. Study of an amœba or paramœcium



as a type of a unicellular animal. The modifications of the form of the body in vertebrates in connection with different methods of locomotion. ELEMENTS OF BOTANY.—The practical study of representatives of the flowering plants of the locality in which the school is situated, and representatives of the chief sub-divisions of cryptogams, such as a fern, a lycopod, a horsetail, a liver-wort, a moss, a lichen, a mushroom and a chara. An elementary knowledge of the microscopic structure of the Bean and the Maize. The drawing and description of parts of plants and classification. Comparison of different organs, morphology of root, stem, leaves and hair, parts of the flower, reproduction of flowering plants, pollination, fertilization and the nature of fruit and seeds.

## SCHEDULE C.

### EXAMINATION REQUIREMENTS.

(Part I, Junior Leaving Standing.)

#### *Geography.*

The building up of the earth ; its land surface : the ocean ; comparison of continents as to physical features, natural products and inhabitants ; relation of physical conditions to animal and vegetable products, and of natural products and geographical condition to the occupations of the people and national progress. Form, size and motions of the earth ; lines drawn on the map, with reasons for their position ; relation of the positions of the earth with respect to the sun, light and temperature ; the air ; its movements ; causes affecting climate. Natural and manufactured products of the countries of the world, with their exports and imports ; transcontinental commercial highways and their relation to centres of population ; internal commercial highways of Canada and the chief internal commercial highways of the United States ; commercial relations of Great Britain and her colonies. Forms of government in the countries of the world and their relation to civilization. One examination paper.

#### *Arithmetic and Mensuration.*

Proofs of elementary rules in Arithmetic; fractions (theory and proofs); commercial Arithmetic; mental Arithmetic; Mensuration of rectilinear figures. One examination paper. (The questions will call for accuracy and will have special reference to the requirements of ordinary life.)

#### *English Grammar.*

Etymology and Syntax, including the inflection, classification, and elementary analysis of words and the logical structure of the sentence and paragraph ; exercises chiefly on passages from authors not prescribed. One examination paper. (The questions will call for such an elementary knowledge of the subject as will be of special value in the ordinary use of the language).

#### *English Composition.*

For examination purposes an essay of about two pages of foolscap on one of the themes prescribed by the examiners will be required. The penmanship, spelling, punctuation, construction of sentences, the logical

arrangement of the thought, the literary accuracy and aptness of the language and the general plan or scope of the whole essay will be especially considered by the examiners. One examination paper.

*History of Great Britain and Canada.*

Great Britain and Canada from 1763 to 1885, with the outlines of the preceding periods of British History.

The Geography relating to the History prescribed. One examination paper.

(Part II, Junior Leaving Standing.)

*English.*

ENGLISH GRAMMAR AND RHETORIC : Etymology and Syntax, including the inflection, classification and elementary analysis of words, and the logical structure of the sentence : rhetorical structure of the sentence and paragraph ; exercises chiefly on passages from authors not prescribed ; the main facts in the development of the language. One examination paper.

COMPOSITION : An essay, to which special importance will be attached, on one of several themes set by the examiners. In order to pass in this subject, legible writing, correct spelling and punctuation, and proper construction of sentences are indispensable. The candidate should also give attention to the structure of the whole essay, the effective ordering of the thought, and the accurate employment of a good English vocabulary.

About two pages of foolscap is suggested as the proper length for the essay ; but quality, not quantity, will be mainly regarded. One examination paper.

LITERATURE : Such questions only shall be set as may serve to test the candidate's familiarity with, and intelligent and appreciative comprehension of the prescribed texts. The candidate will be expected to have memorized some of the finest passages. In addition to the questions on the prescribed selections, others shall be set on a "sight passage" to test the candidate's ability to interpret literature for himself. One examination paper.

*Ancient History.*

(1) General outlines of Greek History to the Battle of Chæroneæ, 338 B.C.

(2) General outlines of Roman History to the Death of Augustus. The Geography relating to the History prescribed. One examination paper.

*Mathematics.*

ARITHMETIC AND MENSURATION : Proofs of elementary rules in Arithmetic : fractions (theory and proofs) ; commercial Arithmetic ; mental Arithmetic ; Mensuration of right parallelopipeds, pyramids and prisms ; the circle, sphere, cylinder and cone. One examination paper.

ALGEBRA : Elementary Rules ; Highest Common Measure ; Lowest

Common Multiple ; Fractions ; Square Root ; Simple Equations of one, two, and three unknown quantities ; Indices ; Surds ; Quadratics of one and two unknown quantities.

One examination paper.

GEOMETRY : Euclid, Books I., II., and III.; easy Deductions.

One examination paper.

### *Physics.*

(a) Use of metre rule; use of calipers and vernier for more accurate metric measurements (*e.g.*, diameters of wires, thickness of glass, plates, etc.); numerical calculations in the metric system.

Use of balance.

Specific gravity, by specific gravity bottle and hydrostatic balance, of liquids and of solids.

Boyle's law ; barometer ; diffusion of gases.

Use of Fahrenheit and Centigrade thermometers ; determination of zero and boiling point ; boiling point dependent on pressure.

Expansion of solids, liquids and gases ; examples.

Specific heat ; latent heat ; easy numerical examples.

Transmutation of matter ; indestructibility of matter.

Solution, precipitation, crystallization and evaporation.

(b) ELECTRICITY.—Voltaic cells, common kinds ; chemical action in the cell ; magnetic effects of the current ; chemical effects of the current ; voltameter ; astatic and tangent galvanometers ; simple notions of potential ; Ohm's law, with units ; best arrangement of cells ; electric light, arc and incandescent ; magnetism ; inclination and declination of compass ; current induction ; induction coil ; dynamo and motor ; electric bell ; telegraph ; telephone ; electro-plating. SOUND.—Caused by vibrations ; illustration of vibrations, pendulums, rods, strings, membranes, plates, columns of air ; propagated by waves ; its velocity ; determination of velocity ; pitch ; standard forks, acoustical  $C=512$ , musical  $A=870$  ; intervals ; harmonic scale ; diatonic scale ; equally tempered scale ; vibration of air in open and closed tubes, with wave-lengths ; resonators ; nodes and loops ; vibration of strings and wires ; reflection of sound ; manometric flames. LIGHT.—Rectilinear propagation ; image through a pin hole ; beam ; pencil ; photometry ; shadow and grease spot photometers ; reflection and scattering of light ; laws of reflection ; images in plain mirrors ; multiple images in inclined mirrors ; concave and convex mirrors ; drawing images ; refraction ; laws and index of refraction ; total reflection ; path through a prism ; lenses ; drawing image produced by a lens ; simple microscope ; dispersion and color ; spectrum ; recombination of white light.

One examination paper.

There will be no separate written examination in (a), but the examination paper in Physics, while mainly confined to the course in that subject as outlined for (b), will also assume that the candidate possesses a competent knowledge of (a).

### *Latin.*

Translation into Latin of English phrases and easy sentences to illustrate Latin accidence and the common rules of Latin syntax.

Translation into Latin of easy narrative English based upon the first twenty-five chapters of the prescribed Cæsar.



Translation at sight (with the aid of vocabularies) from some easy prose author.

Translation from prescribed texts, with grammatical and other questions naturally arising from the extracts set for translation.

Two papers will be set: (1) Translation of English into Latin. (2) Prescribed texts and translation at sight, with questions on Grammar, etc.

N.B.—The Roman method of pronouncing Latin is recommended.

### *French.*

The candidate's knowledge of French will be tested by: (1) simple questions on grammar, (2) the translation of simple passages from English into French, (3) translation at sight of easy passages from modern French and (4) an examination on the texts prescribed.

Two papers will be set: (1) prescribed texts and translation at sight; questions on Grammar; (2) the translation of English into French.

### *Greek.*

Translation into English of passages from prescribed texts.

Translation at sight (with the aid of vocabularies) of easy Attic prose to which special importance will be attached.

Grammatical questions on the passages from prescribed texts will be set, and such other questions as arise naturally from the context.

Translation from English into Greek of sentences and of easy narrative passages based upon the prescribed prose texts.

Two papers will be set: (1) prescribed texts and translation at sight; questions on Grammar; (2) the translation of English into Greek.

### *German.*

The candidate's knowledge of German will be tested by: (1) simple questions on grammar, (2) the translation of simple passages from English into German, (3) translation at sight of easy passages from modern German, and (4) an examination on the texts prescribed.

Two papers will be set: (1) prescribed texts and translation at sight; questions on Grammar; (2) the translation of English into German.

### *Chemistry.*

Properties of Hydrogen, Chlorine, Oxygen, Sulphur, Nitrogen, Carbon, and their more important compounds. Nomenclature. Laws of combination of the elements. The Atomic Theory and Molecular Theory.

One examination paper.

(Part I, Senior Leaving Standing).'

### *English.*

COMPOSITION: An essay, to which special importance will be attached, on one of several themes set by the examiner.

One examination paper.

**LITERATURE:** The candidate will be expected to have memorized some of the finest passages. Besides questions to test the candidate's familiarity with, and comprehension of, the prescribed selections, questions may also be set to determine within reasonable limits his power of appreciating literary art.

**RHETORIC:** Reading of prose authors in connection with the study of rhetoric.

One examination paper.

### *Mathematics.*

**ALGEBRA:** Elementary Rules; Highest Common Measure; Lowest Common Multiple; Fractions; Square Root; Simple Equations of one, two and three unknown quantities; Indices; Surds; Quadratics of one and two unknown quantities; Theory of Divisors; Ratio, Proportion, and Variation; Progressions; Notation; Permutations and Combinations; Binomial Theorem; Interest Forms; Annuities.

One examination paper.

**GEOMETRY:** Euclid, Books I, II, III, IV, and VI; Definitions of Book V; Deductions.

One examination paper.

**TRIGONOMETRY:** Trigonometrical ratios with their relations to each other; Sines, etc., of the sum and difference of angles with deduced formulas; Use of Logarithms; Solution of Triangles; Expressions for the area of Triangles; Radii of circumscribed, inscribed, and escribed circles.

One examination paper.

### *History.*

English History from the discovery of America to 1763.

General outlines of Greek History to the battle of Chæronea, 338 B. C. Special attention to be paid to the following: General characteristics of Greece and the Greeks; ancient institutions; constitution of Athens and Sparta; Persian wars; growth of the Athenian Empire; characteristics of the age of Pericles; Peloponnesian wars; rise of Thebes; Theban supremacy; rise of Macedon; downfall of Greece.

General outlines of Roman History to the death of Augustus. Special attention to be given to the following: General characteristics of Italy and the Roman people; struggle of the Plebeians for political and social equality; conquest of Italy; Punic wars; how Rome governed and was governed; internal and external History of Rome from the downfall of Carthage to the death of Augustus.

The Geography relating to the History prescribed.

One examination paper.

(Part II, Senior Leaving Standing).

### *Physics.*

**MECHANICS:** Measurement of velocity; uniformly accelerated rectilinear motion; metric units of force, work, energy and power; equilibrium of forces acting at a point; triangle, parallelogram, and polygon of forces; parallel forces; principal of moments; centre of gravity; laws of friction numerical examples.

**HYDROSTATICS:** Fluid pressure at a point; pressure on a horizontal plane; pressure on an inclined plane; resultant vertical pressure, and resultant horizontal pressure, when fluid is under air pressure and when not; transmission of pressure; Bramah's press; equilibrium of liquids of unequal density in a bent tube; the barometer; air-pump; water-pump, common and force; siphon.

**ELECTRICITY:** Voltaic cells, common kinds; chemical action in the cell; magnetic effects of the current; chemical effects of the current; volta-meters: electroplating; astatic and tangent galvanometers; simple notions of potential; Ohm's law; shunts; measurement of resistance; electric light, arc and incandescent; current induction; induction coil; dynamo and motor; the joule and watt; electric bell; telegraph; telephone; elements of terrestrial magnetism.

One examination paper.

### *Latin.*

Translation into English of passages from prescribed texts.

Translation at sight of passages of average difficulty, similar in style to the authors read.

Grammatical questions on the passages from prescribed texts will be set, and such other questions as arise naturally from the context.

Translation into Latin of easy passages of English, similar in style to the authors read.

Two examination papers.

### *French.*

The prescription of work in grammar, the translation of English into French and sight translation is the same for Senior Leaving Standing as for Junior Leaving Standing, but the examination will be of a more advanced character.

Two examination papers.

### *Greek.*

Translation into English of passages from prescribed texts.

Translation at sight of passages of average difficulty, similar to the authors read.

Grammatical questions on the passages from prescribed texts will be set, and such other questions as arise naturally from the context.

Translation into Greek of ordinary narrative passages of English, similar to the authors read.

Two examination papers.

### *German.*

The prescription of work in grammar, the translation of English into German and sight translation is the same for Senior Leaving Standing as for Junior Leaving Standing, but the examination will be of a more advanced character.

Two examination papers.



*Chemistry.*

**Chemical Theory.** The study of the following elements, with their most characteristic compounds, in illustration of Mendelejeff's Classification of the Elements : Hydrogen ; Sodium, Potassium ; Magnesium, Zinc ; Calcium, Strontium, Barium ; Boron, Aluminium ; Carbon, Silicon, Tin, Lead ; Nitrogen, Phosphorus, Arsenic, Antimony, Bismuth ; Oxygen, Sulphur ; Fluorine, Chlorine, Bromine, Iodine ; Manganese, Iron. Elementary Qualitative Analysis.

A practical examination shall be held in connection with this subject, a pure salt will be sent out for qualitative analysis, and the candidate shall be allowed the use of an analytical table.

One examination paper

*Biology.*

1. *Elements of Zoology* : Thorough examination of the external form, the gills, and the viscera of some common fish. Study of the prepared skeleton of the same. Demonstration of the arrangement of the muscular and nervous systems and the sense-organs, as far as these can be studied without the aid of the microscope.

Comparison of the structure of the frog with that of the fish. The skeleton of the pectoral and pelvic girdles and of the appendages of the frog, should be studied, and the chief facts in the development of its spawn till the adult form is attained should be observed.

Examination of the external form of a turtle and a snake.

Examination of the structure of a bird.

Study of the skeleton, and also of the teeth of a cat or dog.

Study of the crayfish as a type of the Arthropods.

Comparison of the crayfish with an insect (grasshopper, cricket, or cockroach) ; also with a millipede and a spider.

Examination of an earthworm.

Study of a fresh-water mussel.

The principles of zoological nomenclature as illustrated by some of the common fresh water fish, such as the sucker and herring, bass and perch.

Study of an amoeba, or paramoecium as a type of a unicellular animal.

The modifications of the form of the body in vertebrates in connection with different methods of locomotion. The natural habits of the various animals examined.

2. *Elements of Botany*. : The examination will test whether the candidate has practically studied representatives of the flowering plants of the locality in which the preparatory school is situated, and representatives of the chief subdivisions of cryptogams, such as a fern, a lycopod, a horsetail, a liverwort, a moss, a lichen, a mushroom, and a chara.

An elementary knowledge of the microscopic structure of the bean and the maize. Attention will be given in the examination to drawing and description of parts of plants supplied, and to their classification. Comparison of different organs, morphology of root, stem, leaves and hair, parts of the flower, reproduction of flowering plants, pollination, fertilization, and the nature of fruit and seeds.

A practical examination shall be held in connection with this subject. The material for examination will consist of two plants, a microscopic section and an animal.

Two examination papers

## COMMERCIAL DIPLOMA.

The course for a Commercial Diploma will consist of two Parts (I. and II.). Part I. will be the same as Part I. of Junior Leaving. Part II. will embrace the following Commercial subjects:—Bookkeeping and Writing; Commercial Transactions, Business forms and usages; Stenography (Theory); Stenography (Dictation). Bookkeeping shall be taken up in six sets as follows:—

*Set I.* shall show transactions extending over a period of two months; the transactions of the first month being done by Single Entry, and of the second by Double Entry, and showing the change from Single to Double Entry. Books to be used: Day Book (1st month), Journal Day Book (2nd month), Cash Book, Bill Book and Ledger.

*Set II.* The transactions shall be the same as for Set I., those of the first month being done by Double Entry, and of the second month by Single Entry, and showing the change from Double Entry to Single Entry. Books to be used: Four Column Journal with special columns for Mdse. Purchases and Sales (1st month), Day Book (2nd month), Cash Book, Bill Book and Ledger.

*Set III.* A Double Entry set with two partners. Books to be used: Journal Day Book with a special column for Mdse. Sales, Cash Book, Invoice Book, Bill Book and Ledger, the first three as books of original entry.

*Set IV.* A double Entry set; a continuation of Set III., the posting being done in the same ledger. A third partner shall be admitted and the transactions shall include shipments and consignments. Books to be used: Journal Day Book, Cash Book, Invoice Book, Sales Book, Bill Book and Ledger, the first four as books of original entry.

*Set V.* A Double Entry set; a continuation of Set IV., the posting being done in a new ledger. A fourth partner shall be admitted, and the transactions shall include wholesale merchandising, shipment companies, and merchandise companies. Books to be used: The same as for Set IV.

*Set VI.* A set in Manufacturing. Books to be used: Journal Day Book, with a special column for Mdse. Sales, Cash Book, Time Book and Ledger.

The Cash Book shall be a book of original entry in all of the Double Entry sets, various special columns being used in the different sets. A monthly Trial Balance shall be made in connection with Sets III., IV., and V., and Statements of Resources and Liabilities, and of Losses and Gains for all of the sets. The transactions in the different sets shall be different from year to year. The sets may recur tri-ennially, and shall consist of not less than 20 pages of foolscap.

The bookkeeping sets of pupils who write at the examination for a Commercial Diploma shall be examined by the teacher and a report sent to the Education Department.

*Business Forms and Usages.*—Negotiable paper; promissory notes; special notes; bills of exchange; acceptance; negotiation of bills, notes; cheques; collection of accounts; discharge and dishonor; special forms of due bills and orders; accounts, invoices and statements; interest; partnerships; receipts and releases; banking; and commercial correspondence.

*Stenography.*—At the examination in dictation in stenography, the candidate shall be required to have attained the rate of fifty words per minute. He shall also be required to transcribe his work into longhand at the rate of twelve words per minute. The dictated matter shall consist of business letters and legal documents.

Four examination papers, each valued at 100.

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#### SCHEDULE D.—COURSE FOR COMMERCIAL SPECIALISTS.

*Bookkeeping.*—Single and Double entry bookkeeping; wholesale and retail merchandising, commission business, manufacturing; warehousing, steamboating, exchange, joint stock companies, municipalities, societies and public institutions; statements and balance sheets, partnership adjustments, liquidation and administration of estates, auditing, filing papers, the use of special columns and the various other expedients in bookkeeping to save time and labor and secure accuracy of work.

*Penmanship.*—Theory and practice of penmanship, Spencerian and vertical; ledger headings; marking and engrossing.

*Commercial Arithmetic.*—Interest, discount, annuities certain, sinking funds, formation of interest and annuity tables, application of logarithms, stocks and investments, partnership settlements, partial payments, equation of payments, and exchange.

*Banking.*—Money and its substitutes; exchange; incorporation and organization of banks; business of banks, their relation to each other and to the business community; the clearing house system; legal requirements as to capital, shares, reserves, dividends, note issue; insolvency and consequent liability.

*Business Forms.*—Invoices, accounts, statements due bills, orders, receipts, warehouse receipts, deposit receipts, deposit slips, bank pass books, promissory notes, bills of exchange; bank drafts, cheques, bonds, debentures, coupons, instalment scrips, stock certificates, stock transfers, proxies, letters of credit, affidavits, balance sheets, pay sheets, time sheets, and special forms of general bookkeeping, books to suit special cases.

*Laws of Business.*—Contracts; statute of limitations; negotiable paper and endorsements; sales of personal property; accounts, invoices, statements, etc.; chattel mortgages; real estate and mortgages; interest; agency; partnership; corporations; guarantee and suretyship; receipts and releases; insurance; master and servant; landlord and tenant; bailment; shipping and transportation; host and guest; telegraphs; auctions; patents; copyrights; trade marks and industrial designs; affidavits and declarations; subjects and aliens; wills, and joint stock companies.

*Stenography.*—The principles of Stenography; writing from dictation at a speed of sixty words per minute, and accurate transcription into longhand at a speed of twelve words per minute; the dictated matter to comprise business correspondence or legal documents.

*Drawing.*—Object and Model Drawing; Perspective and Geometrical Drawing.



## APPENDICES.

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### 1.—FORMS.

#### 1. FORMS OF PRAYER.

##### AT THE OPENING OF THE SCHOOL.

*Let us pray.*

Our Father, who art in Heaven, Hallowed be Thy name, Thy kingdom come, Thy will be done in earth, as it is in Heaven; give us this day our daily bread; and forgive us our trespasses, as we forgive them that trespass against us; and lead us not into temptation; but deliver us from evil. *Amen.*

##### AT THE CLOSING OF THE SCHOOL.

*Let us pray.*

Most merciful God, we yield Thee our humble and hearty thanks for Thy fatherly care and preservation of us this day, and for the progress which Thou hast enabled us to make in useful learning; we pray Thee to imprint upon our minds whatever good instructions we have received, and to bless them to the advancement of our temporal and eternal welfare; and pardon, we implore Thee, all that Thou has seen amiss in our thoughts, words and actions. May Thy good Providence still guide and keep us during the approaching interval of rest and relaxation, so that we may be prepared to enter on the duties of the morrow with renewed vigor, both of body and mind; and preserve us we beseech Thee, now and forever, both outwardly in our bodies and inwardly in our souls, for the sake of Jesus Christ, Thy Son, our Lord. *Amen.*

Lighten our darkness, we beseech Thee, O Lord; and by Thy great mercy, defend us from all dangers and perils of this night, for the love of Thy only Son, our Saviour Jesus Christ. *Amen.*

Our Father who art in Heaven, Hallowed be Thy name, Thy kingdom come, Thy will be done in earth, as it is in Heaven; give us this day our daily bread: and forgive us our trespasses as we forgive them that trespass against us; and lead us not into temptation; but deliver us from evil. *Amen.*

The Grace of our Lord Jesus Christ, and the Love of God, and the Fellowship of the Holy Ghost, be with us all evermore. *Amen.*

The following forms are inserted as a guide, to Trustees but not being part of the Schools Act, they do not possess the force of a statute:—

(Section 19, Clause 4.)

## 2. FORM OF NOTICE FOR ANNUAL SCHOOL MEETING.

As required by the Public Schools Act. the undersigned Trustees of School Section No.—, in the Township of—, hereby give notice that the Annual School Meeting of the supporters of the Public School in the section will be held at—on Wednesday, the—day of December, 19—, at the hour of ten o'clock in the forenoon, for the transaction of the business prescribed by the fourteenth to the twenty-fourth sections of said Public Schools Act.

A. B. }  
C. D. } Trustees.  
E. F. }

Dated this—day of—, 19—.

*Note.*—If the last Wednesday of December be a holiday, the Trustees should insert Thursday in the foregoing notice.

(Section 14 Clause 2.)

## 3. FORM OF NOTICE FOR ANNUAL SCHOOL MEETING, WHEN NOTICE FAILED.

The Annual School Meeting for School Section No.—, in the Township of—, not having been held for want of proper notice thereof, the undersigned [*Inspector, or two ratepayers, as the case may be*] as authorized by the fourteenth section of the Public Schools Act hereby gives [*or give*] notice that the Annual School Meeting of the supporters of the Public School in the section will be held at—on the—day of—, 19—, at the hour of ten o'clock in the forenoon, for the transaction of the business prescribed by the fourteenth to the twenty fourth sections, inclusive, of said Public Schools Act.

A. B. *Pub. Sch. Inspector,*  
C. D. } *Ratepayers of the*  
E. F. } *section.*

Dated this—day of—, 19—.

(Section 19, Clause 4.)

## 4. FORM OF PETITION TO TRUSTEES TO CALL A SPECIAL SCHOOL MEETING.

To the Trustees of Public School Section No.—, in the Township of—.

The Petition of the undersigned ten ratepayers of the school section aforesaid, respectfully sheweth:

That they think it desirable that the trustees, on receipt of this petition, should call a meeting of ratepayers of the section, for the consideration and disposal of the following business:

—[*Here name the business in full.*]

Dated this——day of———19—.

*Note.*—This Petition should be signed by at least ten ratepayers of the section concerned, and sent direct to the senior Trustee, or to the Secretary of the school corporation.—(*See Section 19, Clause 4.*)

(*Section 19, Clause 4, and 87, Clause 1.*)

#### 5. FORM OF NOTICE OF SPECIAL SCHOOL MEETING.

The undersigned Trustees of School Section No.—, in the Township ———, [*or the Public School Inspector, as the case may be*], as authorized by the Public Schools Act, hereby give [*or gives*] notice that Special School Meeting of the Supporters of the Public School in said School Section will be held at———, on———, the———day of———, 19—, at the hour of———in the———for the transaction of the following special business, viz.—[*Here state it in full.*]

A. B. }  
C. D. } *Trustees.*  
E. F. }

(*or G. H., Public School Inspector.*)

Dated this——day of———, 19—.

*Note.*—No business but that mentioned in this notice can be lawfully transacted at the special meeting thus called.

(*Section 12, Clause 5.*)

#### 6. FORM OF NOTICE TO THE RATEPAYERS BY TOWNSHIP CLERK CALLING A FIRST SCHOOL SECTION MEETING.

Township Clerk's Office,  
———, 19—.

The Municipal Council of this Township has formed a School Section to be known as No.—. The boundaries of this new School Section are as follows, viz. [*Insert them in full detail.*]

The ratepayers of the aforesaid newly formed School Section are hereby notified that a meeting of the legally qualified School Voters of Section—, will be held at———on———the———day of December, at the hour of ten of the clock in the forenoon, for the purpose of electing Trustees of the Section, and for the transaction of other necessary business, as authorized by Sections fourteen to twenty-four inclusive of the Public Schools Act.

A. B.,  
*Township Clerk.*

Dated this——day of———, 19—.

*Note.*—If the last Wednesday of December be a holiday the Township Clerk should insert Thursday in the foregoing notice.



*(Section 25, Clause 4)*

## 7. FORM, BY ANY TWO PETITIONERS, OF NOTICE OF A FIRST SCHOOL MEETING IN AN UNORGANIZED TOWNSHIP.

The undersigned heads of families of a School Section, set apart by the *Public School Inspector*, and known as School Section——in the Township of——, as authorized by law, hereby give notice to the ratepayers of the Section, that a Public School meeting will be held at——, on the —— day of——, at the hour of ten of the clock in the forenoon, for the election of Trustees, and for the transaction of other necessary business as authorized by the thirteenth and twenty-third Sections inclusive of the Public Schools Act.

A. B. } *Heads of families of the School Section.*  
C. D. }

Dated at——— this———day of———, 19—.

———

*(Section 15, Clause 7.)*

## 8. FORM OF NOTICE TO PERSON ELECTED AS SCHOOL TRUSTEE.

———, 19—.

SIR,—At a meeting of the ratepayers of School Section No.——, in the Township of——, held on the——day of——, 19—, you were duly elected as a Trustee for the aforesaid School Section.

Please acknowledge the receipt of this intimation.

A. B.,  
*Secretary of the School Meeting.*

To C. D.,

———

*Note.*—Should no reply be received by the Secretary of the School meeting within twenty days the party concerned will be held to have accepted the office of School Trustee. See Section 15.

———

*(Section 15, Clause 6.)*

## 9. TRANSMISSION OF COPY OF SCHOOL MEETING MINUTES TO THE COUNTY INSPECTOR.

———, 19—.

SIR,—I send herewith the following correct copy of the minutes of proceedings and poll book of the annual [*or special*] meeting of the rate-

payers of School Section No. —, in the Township of —, held on the — day of —, 19—, [*Insert the Minutes in full, and also send a transcript of the Poll Book, where an election has been held.*]

To C. D.,  
Public School Inspector.

A. B.,  
Chairman of the School Meeting.

(Section 19, Clause 3.)

#### 10. FORM OF NOTICE TO INSPECTOR AND TOWNSHIP CLERK.

SIR,—The following are the names and post office addresses of the Trustees of School Section No. —, in the Township of —, now in office :—

	Post Office Address.
A. B. ....	_____.
C. D. ....	_____.
E. F. ....	_____.

The name [*or names*] of the Teacher [*or Teachers*] employed by the Board of Trustees is [*or are*] as follows :—

G. H. ....	_____.
I. K., etc. ....	_____.

L. M.,  
Secretary-Treasurer of the School Board.

To N. O.,  
Public School Inspector.

To P. Q.,  
Township Clerk.

*Note.*—This notice should be given before the 15th of January in each year.

(Section 16.)

#### 11. FORM OF CONCURRENCE IN RESIGNATION OF TRUSTEE.

A. B., our colleague, as Trustee of School Section No. —, Township of —, having intimated to us his desire to resign his office as such Trustee, we the undersigned remaining Trustees of the School Section named do hereby consent to his resignation, as authorized by the sixteenth section of the Public Schools Act, such resignation to take effect on the election of his successor at a meeting of the ratepayers of the Public School in the section called by us, and to take place on the — day of —, 19—.

A. B.,  
C. D.,  
Remaining Trustees.

Dated this — day of —, 19—.

*Note.*—This document is to be given to the retiring Trustee for presentation to the Chairman of the School Meeting called as above.

*(Section 22, Clause 1.)*12. FORM OF REQUEST TO AN INSPECTOR BY ANY TWO RATEPAYERS  
TO APPOINT A SCHOOL SECTION AUDITOR.

\_\_\_\_\_, 19—.

SIR,—The Trustees [*or the School Meeting, as the case may be,*] having neglected to appoint a School Auditor [*or the Auditor appointed, having refused to act*] the undersigned Ratepayers of School Section No. —, in the Township of \_\_\_\_\_, hereby request that you would appoint a School Auditor for the Section, as authorized by the twenty-second section of the Public Schools Act.

We are, Sir, your obedient servants,

A. B.,

A. C.,

To E. F.,  
*Public School Inspector.*

*Ratepayers of the Section.**(Section 24, Clause 1)*13 SCHOOL AUDITOR'S FORM OF NOTICE TO PERSON INTERESTED IN THE  
SCHOOL ACCOUNTS OF A SECTION.

\_\_\_\_\_, 19—.

SIR,—As authorized by the twenty-fourth section of the Public Schools Act, the undersigned Auditor of the Accounts of School Section No. —, in the Township of \_\_\_\_\_, hereby requires your attendance at the audit of these accounts, to be held at \_\_\_\_\_, on \_\_\_\_\_ the — day of \_\_\_\_\_ at the hour of — o'clock, in the \_\_\_\_\_. You are also hereby required by said School Act (under penalty for refusal or neglect) to bring with you any books, papers or writings connected with such accounts, and to lay them before the Auditor or Auditors of the Section. I am, Sir,

Your obedient servant,

To C. D. } Trustee.

A. B., Auditor of School Sec.

E. F. } Secretary-Treasurer.

G. H. } other person [*as the case may be*].*(Section 24, Clause 2.)*14. FORM OF WARRANT TO ENFORCE COLLECTION ON MONEYS AWARDED  
TO BE PAID BY SCHOOL AUDITORS.

The undersigned Auditor [*or Auditors*] of the School Accounts of Public School No. —, in the Township of \_\_\_\_\_, by virtue of the powers vested in me [*or us*] by the twenty-fourth section of the Public



Schools Act, hereby authorizes and requires you, [*insert name of Collector*] after ten days from the date hereof, to collect from the person [*persons, or corporation*] named below the sum [*or sums*] of money, set opposite his [*their or its*] name [*or names*] being the sum or sums awarded by the undersigned Auditor [*or Auditors*] aforesaid, to be paid by such person [*persons, or corporations*] and to pay within — days from the receipt thereof the amount so collected, after retaining your lawful fees to — whose discharge shall be your acquittance therefor. And in default of payment on demand by the person [*persons or corporation*] named below, you are hereby authorized and required, within three days after such default of payment, to levy the amount by distress and sale of the goods and chattels of the person [*persons or corporation*] making said default.

Given under my hand as Auditor [*or our hands as Auditors,*] this — day of —, 19—.

*To E. F., Collector of moneys awarded by Auditor [*or Auditors*] to be paid.*

A. B., } Auditor [*or Auditors*] of the  
[C. D.] } School Section aforesaid.

[*Insert here the names and amounts, as above intimated.*]

*Note.*—The 24th section of the said Act cited above, clause 2, declares that the person named in the foregoing warrant “shall have the same power and authority to enforce the collection of “the moneys mentioned in the said warrant, with all reasonable costs, by seizure and sale of the “property of the party or corporation against whom the same has been issued, as any bailiff of “a Division Court has in enforcing a judgment and execution issued out of said Court.

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(Section 65, Clause 9.)

## 15. FORM OF REQUISITION ON THE MUNICIPAL COUNCIL FOR SCHOOL MONEYS.

In terms of the sixty-fifth section of the Public Schools Act, the Board of Public School Trustees for School Section No. — of the township [*or the Public School Board, or Board of Education, of the city, town or incorporated village*] hereby applies to the Municipal Council of the township [*city, town, or incorporated village, as the case may be*] for the sums of money set forth in the accompanying estimate for the support and maintenance of the Public School [*or schools*] in the aforesaid section [*city, town or incorporated village*] for the year ending on the 31st December, 19—.

[Here follows the estimate.]

The school corporation as aforesaid hereby respectfully requests that the Municipal Council of the township [*city, town, etc.,*] shall, as required  
10 S.A.

by sections seventy and seventy-one of the Public Schools Act, provide by assessment the foregoing amount of \_\_\_\_\_ dollars for the current expenses of the school [*or schools*] under charge of the Board, as per estimate herewith.

A. B., *Chairman,* } *Corporate*  
C. D., *Secretary.* } *Seal.*

To the Clerk of the Municipal Council of the — of —

*Note.*—This requisition, in the case of Rural School Trustees, must be sent to the Clerk of the Council concerned not later than the end of July, and in time for the August meeting. See clause 9 of the 65th section of the Act.

In case moneys are required for the erection of school houses, purchase of site, etc., the words "provide by assessment" in the foregoing requisition should be altered to "provide by debentures for the purchase of a school site" (or the "erection of a school building," as the case may be). See sections 74-78.

(Section 65, Clause 8.)

#### 16. FORM OF NOTICE OF EXEMPTION TO TOWNSHIP CLERK.

SIR,—As authorized by the sixty-fifth section of the Public Schools Act the undersigned Trustees of School Section No.—, in the township of—, at a meeting held on the — day of —, exempted as "indigent" the following persons resident in the School Section, from the payment of all school rates, [*or above—mills on the dollar, as the case may be*], in support of the school.

[*Here insert list of indigent or other exempted persons.*]

A. B., } *Trustees*  
C. D., } *of the*  
E. F., } *Section.*

To G. H., Township Clerk, —, Post Office.

*Note.*—This intimation must be given by the School Trustees to the Township Clerk "on or before the first of August" in any year, as required by clause 8 of the 65th section of the Act.

(Section 65, Clause 10.)

#### 17. FORM OF PROMISSORY NOTE OF RURAL SCHOOL TRUSTEES FOR TEACHERS' SALARIES.

\_\_\_\_\_ 19—.

\_\_\_\_\_ days [*or months*] after date, the Board of Public School Trustees for School Section —, of the Township of —, in the County of

———, promises to pay to ——— the sum of ——— dollars, advanced to it by the said ——— for the payment of Teachers' Salaries, and hereby agrees to allow at the rate of ——— per cent. per annum for such advance.

\$————— School Trustees,  $\left\{ \begin{array}{l} \text{A.B.,} \\ \text{C.D.,} \\ \text{E.F.,} \end{array} \right\} [\text{L.S.}]$

*Note.*—Not more than eight per cent. per annum can be lawfully paid by Trustees for loans of this nature. The form of note may be varied so that the amount of interest or discount can be included in the face value of the note. The seal of the section should in all cases be affixed to the note in the place indicated above.

(Section 34.)

18. FORM OF NOTICE BY ARBITRATORS TO PARTIES INTERESTED IN A SCHOOL SITE.

The undersigned Arbitrators appointed to appraise the damages and determine the claims of all parties concerned in regard to the Public School Site selected for Section No. —, in the township of ———, known as part of lot No. — in the said township, hereby give notice to all such parties that they will meet to hear and determine the claims on such part lot at — on ——— the day of ———, 19—. You are hereby notified to attend such meeting or submit your claim in writing to the Arbitrators on the day named.

Dated at ———, this ——— day of ———, 19—.

To G. H., owner.  
I.J., lessee.  
K.L., tenant.  
M.N., (other party concerned).

A.B.,  $\left\{ \begin{array}{l} \text{A.B.,} \\ \text{C.D.,} \\ \text{E.F.,} \end{array} \right\} [\text{Seal}] \text{ Arbitrators for proposed} \\ \text{C.D.,} \\ \text{E.F.,} \text{ School Site.} \\ \text{No. — Tp. of —,}$

(Section 41, Clause 2.)

19. FORM OF NOTICE BY TOWNSHIP COUNCIL OF ITS INTENTION TO ALTER THE BOUNDARIES OF A PUBLIC SCHOOL SECTION, ETC.

Township Clerk's Office, ——— 19—

The Municipal Council of the township of ———, hereby gives public notice to the ratepayers and other parties concerned of School Section [or School Sections] No.—, [or Nos.] in this township, that it is the intention of the Council to alter the boundaries [divide, alter or unite such section or sections, as the case may be,] of that section at a meeting of the Council to be held on the — day of ———, 19—

A. B., Township Clerk.

*Note.*—This intimation may be posted in the School Section or School Sections concerned, or published in a local newspaper; or it may be sent to the School Trustees of the Sections to be affected by the proposed change. The forty-first Section, Clause 2, of the Public Schools Act authorizes the Council to give the notice "in such manner as the Council may deem expedient."



(Sections 42, Clause 1, and 48.)

## 20. FORM OF APPEAL TO A COUNTY COUNCIL IN REGARD TO SCHOOL SECTION BOUNDARIES, UNION OR OTHERWISE.

The undersigned trustees [*or five ratepayers or Public School Inspector.*] of [*Union*] School Section No.—, in the Township of ———, as authorized by the forty-second [*or forty-eighth*] section of the Public Schools Act, hereby appeal to the Municipal Council of the County of ———, against the action [*or refusal to act—as in the case of ordinary school sections—on application being duly made to it, on the part*] of the Council of the Township of ——— in regard to the boundaries of our School Section.

Dated at ———, this ——— day of ——— 19—.

A.B., } Trustees of  
C.D., } (*Union*) Sch Sec.  
E.F., } No.—.

[*or signed by five ratepayers of the Section, or by the Public School Inspector, in case of Union Sections.*]

To the Clerk of the Municipal Council,  
County of ———.

—————

(Sections 42, Clause 5, and 48.)

## 21. FORM OF NOTICE OF THE DECISION OF THE ARBITRATORS IN REGARD TO AN APPEAL TO A COUNTY COUNCIL.

The undersigned Public School Inspector, one of the Arbitrators appointed by the Municipal Council of the County of ———, to consider and decide upon an appeal to the Council in regard to the boundaries of School Section No.—, in the Township of ———, hereby gives notice to the trustees of the Section [*or other Section, and to the Clerk of the Township concerned*] that the Arbitrators have agreed to the following award in the case:—

[*Insert it in full.*]

A.B.,  
Public School Inspector.  
Arbitrator.

To the Trustees of School Section No.—  
and

To the Clerk of the Township of ———

*Note.*—This form may be altered so as to meet the case of Union School Section Appeals provided for in Section 48.

## (Section 46, Clause 1.)

## 22. FORM OF PETITION TO TOWNSHIP COUNCIL IN REGARD TO UNION SCHOOL SECTIONS.

The petition to the Council of the Township of \_\_\_\_\_ of [five] rate-payers of said Township, respectfully sheweth: That they are desirous that a Union School Section should be formed out of parts of the Townships of \_\_\_\_\_ [or *they are desirous that the boundaries of Union School Section No.—, in the Townships of \_\_\_\_\_, should be altered [or dissolved] as the case may be.*

Your petitioners, therefore, pray that the request which they have herein made may be granted, so far as the Council of your Township is concerned, in terms of the forty-sixth section of the Public Schools Act.

A.B.,  
C.D.,  
E.F., etc., } *Petitioners.*

To the Clerk of the Council,  
Township of \_\_\_\_\_.

*Note.*—An original copy of the foregoing petition must be sent to the Clerk of each of the Townships concerned, not later than August or September of any year, so that the respective by-laws required can be passed not later than the 25th December, as required by law. Section 46, clause 10.

## (Section 46, Clause 3.)

## 23. FORM OF INSPECTOR'S NOTICE TO TOWNSHIP CLERKS.

PUBLIC SCHOOL INSPECTOR'S OFFICE,

\_\_\_\_\_, 19—

SIR,—I hereby notify you that a meeting of the Arbitrators appointed to form [*alter or dissolve*] a Union School Section [*or the Union School Section No.—, in the Township of \_\_\_\_\_,*] as requested by the rate-payers concerned, will be held at \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 19—, at the hour of — o'clock in the forenoon.

I am, Sir,

Your obedient servant,

A. B.,  
*Public School Inspector.*

To C. D., Clerk of the Township of \_\_\_\_\_.

*Note.*—A similar notice is to be sent to the Clerks of each of the Townships concerned. See Section 46, clause 3.

## (Section 54, Clause 1.)

## 24. FORM OF NOTICE OF EQUALIZED ASSESSMENT OF UNION SCHOOL SECTIONS BY THE TOWNSHIP ASSESSORS.

The undersigned Assessors of the Township of———, as authorized and required by the fifty-fourth Section of the Public Schools Act, hereby give notice to the Clerks of the above said Township that they have met and determined the proportion of the annual requisition for school purposes of the Public School trustees of Union Section No.—, of the said Townships, which shall be levied upon and collected from the taxable property of the respective Municipalities out of which the Union School Section is formed. This proportion of assessment so fixed and determined by us, shall remain in force for three years from the date of this notice.

Dated at———, this——day of——, 19—.

A.B.,            } Assessors as  
C.D., etc., } aforesaid.

To the Clerk of the Township of———.

*Note.*—An original copy of this notice, signed by the agreeing Assessors should be sent forth with to the Clerk of each of the Township Councils concerned.

## (Section 61, Clause 1.)

## 25. FORM OF NOTICE OF THE DISCONTINUANCE OF SCHOOL ELECTION BY BALLOT.

—————, 19—.

SIR,—The Board of Public School Trustees for the City, [*Town or Incorporated Village*] of———hereby notifies the Municipal Council of the City [*Town, etc.*] of —— that the said Board has decided to discontinue the use of the ballot at the election of the Public School Trustees for this City, [*Town, etc.*]

A.B.,

*Secretary of the Public School Board.*

To the Clerk of the Municipal Council of the City, [*Town, etc.*] of——

*Note.*—This notice should be sent to the Clerk of the Council concerned on or before the first day of October. See Section 61, Clause 1, of the Public Schools Act.

## (Section 61, Clause 1.)

## 26. FORM OF NOTICE REQUESTING THAT SCHOOL ELECTION SHALL BE HELD ON SAME DAY AS MUNICIPAL ELECTION.

—————, 19—.

SIR,—The Board of Public School Trustees [*or Board of Education*] for the City, [*Town, Incorporated Village or Township*] of———, hereby notifies the Municipal Council of the City [*Town, etc.*] that the said Board



has passed a resolution requesting that the next election of Trustees to such Board shall take place on the same day as that on which the election of Municipal Councillors takes place.

A. B.,  
*Secretary of the Board.*

To the Clerk of the Council, Township [ *City, etc.,* ] of———.

*Note.*—This notice must be sent to the Municipal Clerk on or before the first day of October in any year. See section 61, clause 1.

(Section 60, Clause 8.)

## 27. NOTICE TO THE CANDIDATES FOR ELECTION AS SCHOOL TRUSTEES IN CITIES, ETC.

———, 19—.

SIR,—I hereby notify you that at the election of Public School Trustees for this City [ *Town, etc.,* ] the number of votes polled for the respective Candidates for election was as follows :

	Votes.
A. B. ....	———
C. D. ....	———
E. F., etc. ....	———

G. H.,  
*Secretary-Treasurer of the School Board.*

To A. B., Candidate, etc.,———.

*Note.*—The Secretary-Treasurer is required to add up the votes polled for each candidate and to notify him accordingly, as above.

(Section 81).

## 28. FORM OF AGREEMENT FOR ENGAGEMENT OF A PUBLIC SCHOOL TEACHER.

MEMORANDUM OF AGREEMENT made this——day of——, 19—, between the Public School Trustees of Section No. —, in the Township of ——[ or the Public School Board of the City, Town or Village of ]——and——of——, the holder of a——class certificate of qualification as a Public School Teacher in Ontario, as follows :—

1. The Board of Public School Trustees hereby employs for its said school such Teacher, at the yearly salary of——dollars, for the term of one year, beginning on the——day of——one thousand

nine hundred and ———, and ending on the ———day of ———, one thousand nine hundred and ———, and further agree that it and its successors in office will pay such salary to the said Teacher at least quarterly, and will exercise all powers and perform all duties under the Public Schools Act and Regulations of the Education Department, which may be requisite for making such payment.

2. The Teacher agrees with the said Board of Public School Trustees, to teach and conduct the said school during the said term, according to the said Law and Regulations in that behalf.

3. The foregoing is subject to the following conditions: (1) That the Teacher shall continue to be the holder of a legal certificate of qualification as a Public School Teacher in Ontario. (2) That holidays and vacations prescribed by the Law and Regulations are excepted from the said term. (3) That the days on which the teacher has attended the meetings of Teachers' Associations or Institutes, as certified by the Inspector or Chairman thereof, shall be allowed him as if he had actually taught in the said school; and (4) That in case of sickness, as certified by a registered medical Practitioner, he shall be entitled to receive his salary without deduction, for such period as may be authorized under the Statute in that behalf.

4. The Trustees or School Board and the Teacher may, at their option, respectively terminate this engagement by giving notice in writing to the other of them at least ——— calendar months previously, and so as to terminate on the last day of a calendar month.

5. This agreement shall also be construed to continue in force from year to year, unless and until it is terminated by the notice hereinbefore prescribed.

As witness the Corporate Seal of the said Trustees or School Board and the hand and seal of the Teacher, on the day and year first above-mentioned.

..... } Trustees. [*Corporate Seal.*]  
 ..... }  
 ..... }  
 ..... } Teacher. [*Seal.*]

*In presence of*

[In Duplicate.] One copy to be retained by the Trustees and the other by the Teacher.

(Section 81, Clause 2.)

## 29. FORM OF TRUSTEES' REQUEST TO INSPECTOR TO SUSPEND THE CERTIFICATE OF A TEACHER.

—————, 19—.

SIR,—The Trustees of School Section. No.—, in the Township of ———, hereby inform the Public School Inspector that ———, a teacher holding a certificate of qualification valid in this County, has wilfully neglected [*or refused*] to carry out an agreement entered into with us as

Trustees. We, therefore, request you to suspend the certificate of such teacher in terms of the eighty-first section of the Public Schools Act.

A.B., } Trustees of  
C.D., } School Section  
E.F., } No. —.

To the Public School Inspector.

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(Section 82, Clause 7.)

30. FORM OF NOTICE TO TRUSTEES AND TEACHER OF THE SUSPENSION OF  
TEACHER'S CERTIFICATE.

PUBLIC SCHOOL INSPECTOR'S OFFICE.

—————, 19—.

SIR,—By virtue of the authority vested in me by the eighty-second section of the Public Schools Act, I hereby notify you that I have suspended your certificate of qualification [*or the certificate of qualification of* ———] as a Public School Teacher in School Section No.—, in the township of ———, and within my jurisdiction. My reasons for doing so are as follows, viz:—[*Insert them.*]

A.B.,  
Public School Inspector.

To C.D., Public School Teacher, and to the  
Trustees of School Section No.—.

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(Section 82, Clause 8.)

31. FORM OF NOTICE TO A TEACHER OF THE MEETING OF THE COUNTY  
BOARD OF EXAMINERS TO CONSIDER HIS CASE.

PUBLIC SCHOOL INSPECTOR'S OFFICE.

—————, 19—.

The Public School Inspector hereby notifies ———, a school teacher, whose certificate of qualification was suspended by him on the ——— day of ———, 19—, that a meeting of the County Board of Examiners will be held at ———, on ———, the ——— day of ———, 19—, to consider the suspension of such certificate.

A. B.,  
Public School Inspector.

To C. D.,  
Public School Teacher.



## (Section 87, Clause 6.)

## 32. FORM OF TEMPORARY CERTIFICATE ISSUED TO A TEACHER BY A PUBLIC SCHOOL INSPECTOR.

This is to certify that I, \_\_\_\_\_, as Public School Inspector of the County of \_\_\_\_\_, having received an application from the Trustees of School Section No. —, desiring that the services of M——. \_\_\_\_\_ [name in full], may become legally available for such school, and having obtained the approval of the Minister of Education, do hereby grant under the authority of the Public Schools Act, a certificate of qualification to the said \_\_\_\_\_ to teach such school until the next ensuing meeting of the Board of Examiners in the month of \_\_\_\_\_, 19—.

As witness my hand at — this \_\_\_\_\_ in the presence of \_\_\_\_\_.

A. B.,  
Public School Inspector.

## THE TRUANCY ACT, 1891.

## (Section 8.)

## 33. FORM OF NOTICE TO PARENT OR GUARDIAN OF NEGLECT TO EDUCATE CHILD OR CHILDREN.

SIR,—At the request of the Board of Public School Trustees for \_\_\_\_\_ [or the School Inspector, or Mr. \_\_\_\_\_, a rat payer], I hereby inform you that \_\_\_\_\_, your child [or children, or \_\_\_\_\_, under your care or guardianship] has [or have] not attended any school, or has [or have] not otherwise been under efficient elementary instruction, as required by the second and following sections of the Truancy Act.

Before bringing this neglect on your part before the magistrate having jurisdiction in such cases, you are hereby notified that it is your duty to have the child [or children] named to attend some school, or send such explanation of the alleged neglect as you may deem necessary and proper.

I am, Sir,  
Your obedient servant,

A. B.,  
Truant Officer

To C. D.,  
Parent [or Guardian] of \_\_\_\_\_.

*Note.*—This notice may be given by personal delivery, by leaving the same at the residence of the party concerned, by delivery to the agent of a company or corporation concerned, or by a letter by post, prepaid. See Section 14 of the Truancy Act.

## (Section 12.)

## 34. FORM OF NOTICE OF TRUANT CHILDREN.

\_\_\_\_\_, 19—.

SIR,—As required by section twelve of the Act respecting Truancy, the Board of School Trustees of \_\_\_\_\_, hereby notifies you that the following pupils enrolled on the register of its school, have not attended its school as required by the aforesaid Act, viz:—

	Age.	Residence.
A. B.....	_____	_____
C. D., etc.....	_____	_____

The Trustees also desire to inform you. [*Here give such other information as the Truant Officer may require.*]

To G. H.,  
Truant Officer.

E F.,  
Secretary-Treasurer of the School Board.

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